

General Information Calendar



GENERAL
INFORMATION
CALENDAR 1996

Calendar of Dates

Session Dates

Summer Session

4 December 1995 - 11 February 1996

Lectures Commence
Christmas Recess
Lectures Recommence
Examinations

4 December
18 December - 30 December
2 January
3-10 February

Autumn Session

26 February - 30 June

Orientation Week
Lectures Commence
Easter Recess
Lectures Recommence
Study Recess
Examinations
Mid Year Recess

19 - 25 February
26 February
8 - 14 April
15 April
10 June - 14 June
15 - 30 June
1 - 14 July

Spring Session

July 15 - 1 December

Lectures Commence
Recess
Lectures Recommence
Study Recess
Examinations

15 July
23 September - 6 October
7 October
4 - 8 November
9 - 1 December

Important Dates

HECS Census Dates and
Internationals Student Audit Dates

18 December 1995
31 March
31 August

Enrolment

Last day for
Re-enrolments (postal)
Enrolment of New Undergraduates
Last day for late Re-enrolments
Last day for Payment of Compulsory Charges
of Re-enrolling Students

5 January
30 January - 5 February
16 February
23 February

Subject Withdrawal

Last Day to Withdraw from

Summer Session Subjects
Autumn Session Subjects
Double Session (Code A) Subjects
Spring Session Subjects
Double Session (Code B) Subjects

5 January
26 April
26 July
6 September
13 September

University of Wollongong



ARMS OF THE UNIVERSITY

The principal elements incorporated in the arms of the University are the blue of the sea, the gold of the sand and the red of the Illawarra flame tree. The open book often used for educational institutions has also been included.

The blazon is "Azure a book expanded Argent bound and clasped Or on a Chief of the last three Cinquefoils pierced Gules".

The University of Wollongong occupies a large site at the foot of Mt Keira. It is about three kilometres from the centre of Wollongong and 80 kilometres south of Sydney.

The University had its foundation in 1951 when the New South Wales University of Technology established a division at Wollongong. In 1961 the division became a College of the University of New South Wales. In 1975, by Act of New South Wales Parliament, the University became an autonomous institution. In 1982 it was amalgamated, again by Act of New South Wales Parliament, with the adjoining Wollongong Institute of Education. This latter institution had its origin as the Wollongong Teachers' College which was founded in 1962.

The University provides courses and undertakes research and other activities of accepted university standard.

The total student enrolment now exceeds 11,000. The student body is diverse and stimulating, yet small enough to retain a friendly and relaxed atmosphere.

Students and intending students are advised to contact the Student Enquiries Office at the University for any further information they may require.

General Information Calendar 1996

University of Wollongong Calendar

There are 3 volumes of the Calendar:

General Information Calendar

University of Wollongong Undergraduate Calendar 1996

University of Wollongong Postgraduate Calendar 1996

University of Wollongong,

Northfields Avenue,
Wollongong, NSW 2522
Telephone: (042) 213555
Facsimile: (042) 213477

All enquiries should be addressed to the Vice-Principal (Administration).

Office Hours:

Switchboard: Monday to Friday 8.30 am - 5.00 pm

Student Enquiries: (Tel: 213927) Monday to Friday 9.00 am - 5.00 pm

Cashier: Monday to Friday 9.30 am - 4.30 pm

The University attempts to ensure that the information contained in this publication is up to date at the time of printing but sections may be amended without notice by the University in response to changing circumstances or for any other reasons. Classes in any subject may be cancelled if enrolments do not reach the levels approved for the effective presentation of the topic area. Students should check with the University at the time of application/enrolment whether any later information is available in respect of any material contained in this Calendar.

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University of Wollongong

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University of Wollongong

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THE FACULTIES

ARTS – Member Units

Department of English
 Department of History and Politics
 Department of Modern Languages
 Department of Philosophy
 Department of Science and Technology Studies
 Department of Sociology
 Centre for Multicultural Studies

COMMERCE – Member Units

Department of Accounting and Finance
 Department of Business Systems
 Department of Economics
 Department of Management

CREATIVE ARTS

Associate Units

The Faculty of Creative Arts does not have separate undergraduate member units.
 Graduate School of Journalism

Conservatorium of Music

EDUCATION

The Faculty of Education does not have separate member units.

ENGINEERING – Member Units

Associate Units

Department of Civil and Mining Engineering
 Department of Materials Engineering
 Department of Mechanical Engineering

Key Centre for Mines
 Key Centre for Advanced Manufacturing and Industrial Automation
 BHP Institute for Steel Processing and Products

HEALTH AND BEHAVIOURAL SCIENCES – Member Units

Department of Biomedical Science
 Department of Nursing
 Department of Psychology
 Department of Public Health and Nutrition
 Graduate School of Health and Medical Sciences

INFORMATICS – Member Units

Department of Applied Statistics
 Department of Computer Science
 Department of Electrical and Computer Engineering
 Department of Mathematics
 Department of Information and Communication Technology

LAW – Member Units

Associate Units

The Faculty of Law does not have separate member units.

Centre for Court Policy and Administration
 Centre for Natural Resources Law and Policy

SCIENCE – Member Units

Associate Unit

Department of Biological Sciences
 Department of Chemistry
 Department of Geosciences
 Department of Physics

Environmental Science Institute

GOVERNMENT OF THE UNIVERSITY*

Visitor

His Excellency the Governor of New South Wales

Chancellor

The Honourable Robert Marsden Hope, AC
CMG LLB HonLLD *Syd*, HonLLD, QC

Deputy Chancellor

Brian Somerville Gillett, BA DipEd *Syd*,
HonDLitt, ACES

Vice-Chancellor and Principal

Professor Gerard R Sutton, BE MEng Sc
UNSW, PhD CUA

Deputy Vice-Chancellor

Professor Peter Robinson, BSc (Hons) PhD
DSc *Wales*

Pro Vice-Chancellor (Academic)

Professor Christine E Ewan, MB BS MA PhD
Syd, FAFPHM

Pro Vice-Chancellor (Research)

Professor William J Lovegrove, BA PhD
Qld, MAPsS

Vice-Principal (Administration)

Kenneth E Baumber, BSc *St And*

Vice-Principal (International)

James W Langridge, BBus *UTS*, Dip Tertiary
Ed *NE*, MACS

Dean of Faculty of Arts

Professor James M Wieland, BA *WA*, MA
PhD *Qu*

Dean of Faculty of Commerce

New Dean to be appointed

Dean of Faculty of Creative Arts

Professor Sharon Bell, BA PhD *Syd*

Dean of Faculty of Education

Associate Professor John Patterson, MSc
Oregon, MEd *Syd*, Ed DN *Colorado*

Dean of Faculty of Engineering

New Dean to be appointed

Dean of Health and Behavioural Sciences

Professor Charles Watson, BSc MB BS *Syd*,
MD *UNSW*

Dean of Faculty of Informatics

New Dean to be appointed

Dean of Faculty of Law

Professor Helen Gamble, LLB LLM *ANU*,
Barrister and Solicitor *ACT*, Barrister
NSW

Dean of Faculty of Science

New Dean to be appointed

Dean of Students

Josephine Castle, BA *Syd*, MA *Warw*

THE UNIVERSITY COUNCIL

Elected by the Legislative Council

The Honourable Reverend Fred Nile, MLC

Elected by the Legislative Assembly

Mr Colin Markham, MLA

Ministerial Nominees

Beverley Lawson APM, Assoc Dip Admin,
AFAIM

Brian Somerville Gillett, BA DipEd *Syd*,
HonDLitt, ACES

Paul Jeans, BE(Mech) *UNSW*, FIE Aust
Roderick John Oxley, BBus AssDip Local
Govt Admin *Mitchell*, CPA, FAIM

Ex Officio

The Chancellor: The Honourable Robert
Marsden Hope, AC CMG LLB HonLLD
Syd, HonLLD, QC

The Vice-Chancellor and Principal:
Professor Gerard R Sutton, BE MEng Sc
UNSW, PhD CUA

The Chairperson of the Academic Senate:
Professor James E Falk BSc PhD, *Monash*

Appointed by Council

Robert Duncan Somervaille, AO, AM, LLB
Syd

Elected by the Students of the University

Neil Trivett

Elected by Convocation

Canon Raymond E Heslehurst, BD *Lond*,
ThL MTh *AustCollTheol*, DipA(Th),
Moore Coll

Shirley Anne Nixon, BA
Keith Phipps, AM, BA, Dip Ed
Dr Winifred Lily Ward, BA PhD

Elected by the Full-time Academic Staff of the University

Associate Professor Maxwell J Lowrey, BE
ME *UNSW*, PhD, ASTC, CPEng,
MIEAust, MACS

Ms Ann Hodgkinson, BCom *Qld*, MEc *Adel*

Elected by the Full-time General Staff of the University

Felicity McGregor, BA DipLib *UNSW*,
AALIA

THE ACADEMIC SENATE

Chairperson of Senate

Professor James E Falk

Deputy Chairperson of Senate

Professor Sidney A Morris

Ex Officio Members

The Honourable Robert M Hope, Chancellor
Professor Gerard R Sutton, Vice-Chancellor
and Principal

Professor Peter M Robinson, Deputy Vice-
Chancellor

Professor Christine E Ewan, Pro Vice-
Chancellor (Academic)

Professor William J Lovegrove, Pro Vice-
Chancellor (Research)

Mr Kenneth E Baumber, Vice-Principal
(Administration)

Mr John Shipp, University Librarian

Mr Greg Naimo, Director, Information
Technology Services

Professor Leon AP Kane-Maguire, Director,
Institute for Molecular Recognition
Science

Professor Gary Anido, Director The Institute
for Telecommunications Research

Professor John Morrison, Director,
Environment Research Institute

Deans of Faculties

Professor James M Wieland, Faculty of Arts
Professor Sharon Bell, Faculty of Creative
Arts

Faculty of Commerce, Vacant
Associate Professor John Patterson, Faculty
of Education

Faculty of Engineering, Vacant
Professor Charles Watson, Faculty of Health
and Behavioural Sciences

Faculty of Informatics, Vacant
Professor Helen Gamble, Faculty of Law
Faculty of Science, Vacant

Dean of Students

Ms Josephine Castle

Associate Deans

Associate Professor Ken Gannicott, Faculty
of Education

Associate Professor Malcolm Harris, Faculty
of Education

Associate Professor Peter Shepherd, Faculty
of Creative Arts

Associate Professor Colin Thompson,
Faculty of Law

Heads of Departments

Professor Michael J R Gaffikin, Department
of Accountancy

Mr J Rayner, Department of Applied
Statistics

Professor Robert J Whelan, Department of
Biological Sciences

Professor Len Storlien, Department of
Biomedical Science

Professor Graham K Winley, Department of
Business Systems

Professor John Bremner, Department of
Chemistry

Associate Professor Robin Chowdhury,
Department of Civil & Mining
Engineering

Professor Jennifer Seberry, Department of
Computer Science

Associate Professor Robert G Castle,
Department of Economics

Professor Christopher D Cook, Department
of Electrical & Computer Engineering

Dr P Sharrad, Department of English

Professor Alan Chivas, School of
Geosciences

Professor Edward P Wolfers, Department of
History and Politics

Associate Professor Joan Cooper,
Department of Information &
Communication Technology

Professor Gill Palmer, Department of
Management

Professor Druce Dunne, Department of
Materials Engineering

Professor Philip Broadbridge, Department
of Mathematics

Professor Michael West, Department of
Mechanical Engineering

Vacant, Department of Modern Languages

Associate Professor Rhonda Griffiths,
Department of Nursing

Dr Robert Dunn, Department of Philosophy

* Correct at time of printing including
known appointments for 1996.

Associate Professor William Zealey,
Department of Physics
Professor Robert Barry, Department of
Psychology
Associate Professor Ross Harris,
Department of Public Health and
Nutrition
Professor James E Falk, Department of
Science and Technology Studies
Professor John Bern, Department of
Sociology

Heads Of Centres

Professor Stephen Castles, Centre for
Multicultural Studies
Associate Professor Tim Turpin, Centre for
Research Policy

Elected Members

*Academic Staff elected by and from the Members
of the Learning Development Centre, the
Aboriginal Education Centre and the Centre for
Staff Development
Vacant*

*Academic Staff Elected by and from the Members
of Each Faculty*

Faculty of Arts

Dr Brian Martin
Dr Andrew Wells
Dr Kate Newey
Dr David Simpson
Associate Professor Marguerite Wells

Faculty of Commerce

Associate Professor Michael McRae
Ms Diana Kelly
Ms Barbara Cornelius

Ms Celia Romm
Ms Mary Kaidonis

Faculty of Creative Arts

Mr David Blackall
Mr Lindsay Duncan
Dr Frances Dyson

Ms Janyes Hayes
Associate Professor Ronald Pretty
Associate Professor Andrew Schultz
Ms Diana Wood Conroy

Faculty of Education

Professor Carla Fasano
Associate Professor John Hedberg
Ms Yvonne Kerr
Dr Wilma Vialle

Professor Ron King
Associate Professor Barry Harper
Dr Janice Wright

Faculty of Engineering

Dr Sharon Nightingale
Dr Tara Chandra
Dr John Montagner

Associate Professor Dennis Montgomery
Professor Raghu Singh

Faculty of Health & Behavioural Sciences

Dr Patrick Heaven
Associate Professor Beverly Walker
Ms Irene Stein

Ms Margaret Wallace
Professor Dennis Calvert

Faculty of Informatics

Dr Peter Beadle
Associate Professor Grahame Morris

Dr Philip Laird
Dr Ian Pirie

Professor Sid Morris

Faculty of Law

Professor Jack Golding
Ms Margaret Bond
Mr Luke McNamara

Vacant
Vacant

Faculty of Science

Associate Professor John Ellis

Associate Professor Ted Steele
Dr Margaret Sheil
Dr William Price
Dr Kristine French

Student Members

Mr David Blackmore
Mr Derek Hanley
Ms Julie Fredericks
Ms Lylea McMahon
Ms Laura Wilson

HONORARY GRADUATES

1976

DSc: Professor Charles A M Gray,
Hon JMN, BSc ME *Syd*,
Hon DSc UNSW, CEng
FIMechE, MICE, MIE
Aust, FIE (Malaysia),
Emeritus Professor,
University of Malaya.
Professor Rupert H Myers,
KBE, FTS, MSc, PhD
Melb, Hon DSc, Hon
LLD *Strath*, Hon DEng
N'cle, Hon DLitt UNSW,
FIMMA, FRACI,
FAusIMM, FAIM,
FAICD, Hon FIEAust
David E Parry, BE *Syd*
Sir Robert Webster, CMG,
CBE, MC Hon DSc NSW,
FASA

1977

DLitt: Edgar Beale

1978

DSc: Sir Ian Munro McLennan,
KBE, CBE, BEE *Melb*,
Hon DEng *Melb* and
N'cle (NSW)

1980

DLitt: Walter Pike, MA DipPA
Lond, DipEd *Camb*,
AFAIM, MACE

1981

DLitt: Lindsay Michael Birt, CBE,
BAGrSc BSc PhD *Melb*,
DPhil *Oxf*

1984

DLitt: Sir Richard Kirby, LLB *Syd*

1985

DSc: Thistle Yvette Stead
DLitt: Sir Roden Cutler, VC,
KCMG, KCVO, CBE,
KStJ, BEc *Syd*, Hon LLD
Syd, Hon DSc UNSW
and *N'cle* (NSW), Hon
DLitt *NE*, Hon FCA

DCA: John Henry Antill, OBE,
CMG

MA(Hons): Luigi Strano

1988

DSc: Howard Knox Worner, CBE,
DSc DEng *Melb*, Hon
DSc *N'cle* (NSW), ABSM,
CEng, FAA, FTS,
MAUSIMM, FIEAust,
FRACI, FAIE, FIM,
FIMM, MAIME
Daniel Tague, DipElec/
Mech Eng, CEng

1989

DLitt: Brian Somerville Gillett, BA
DipEd *Syd*, ACES
The Rt Honourable Sir John
Grey Gorton, GCMG,
AC, CH, MA *Oxf*
The Rt Honourable Michael
Thomas Somare, PC, CH
The Honourable Edward
Gough Whitlam, AC, QC,
BA LLB *Syd*
PhD: Allan Roy Sefton

1990

DSc: Franco Belgiorno-Nettis, CBE
AM, BSc *Turin*

1991

LLD: The Honourable Robert
Marsden Hope, AC CMG
LLB *Syd*, QC
Geoffrey Sawyer, BA LLM
Melb
DSc: Joseph Mark Gani, BSc *Lond*,
PhD *ANU*

1992

DSc: Brian Thorley Loton, AC,
BMEtE *Melb*, FIEAust,
MAUSIMM MAIME,
FAIM

DLitt:

John Arthur Passmore, MA
HonDLitt *Syd*, HonDLitt
McM, FAHA, FASSA,
FBA

DCA:

Roger Robert Woodward,
AC, OBE

1993

DSc: Emeritus Professor Raymond
Chambers, AO, BEc DSc
HonDSc *N'cle* (NSW),
FACPA, FASSA

DLitt:

The Most Reverend Richard
Henry Goodhew, ThL
AustCollTheol, MA

LLD:

The Honourable Justice Jane
Mathews, LLB *Syd*

1994

LLD: Patricia June O'Shane, LLB,
LLM (*Syd*) AM.

DSc:

Guy Kendall White, MSC
(*Syd*), DPhil (*Oxf*), FlntSP,
FAIP FAA.

DLitt:

Professor Dorothy L M Jones,
MA *NZ* and *Adel*, BLitt
Oxf, DLitt

Kenneth R McKinnon, AUA
Adel, BA *Bed Q'ld*, EdD
Hart, FACE

1995

DSc: John Stocker, MBBS, PhD
Melb

DCA Herbert Flugelman
DLitt The Honourable Barry Owen
Jones AO, MALLB *Melb*,
DLitt UTS, DSc *Macq*,
FRSA *Lond*, FANZAAS,
FTS, FAHA

EMERITUS PROFESSORS AND FELLOWS

EMERITUS PROFESSORS

1978 Austin Keane, MSc *Syd*, PhD
UNSW, DSc

1981 Kenneth Alan Blakey, BA NZ,
MSc *Lond*, BCom *Melb*, DPhil
Oxf

1985 Geoffrey Brinson, MSc *Melb*, PhD
Sheff, FIM, MAusIMM, CEng

1986 R Barry Leal, MA DipEd *Syd*, PhD
Qld

1988 Brian H Smith, BE PhD *Adel*,
MIEE, FIEAust

1989 Peter Desmond Rousch, BA BED
Melb, PhD *Wayne State*, FACE,
FAIM

1990 Ian William Chubb, MSc DPhil
Oxf

1993 J Lauchlan Carter Chipman, MA
LLB *Melb*, BPhil, DPhil *Oxf*,
DipTertiaryEd *NE*

1995 James S Hagan, BA DipEd *Syd*,
PhD ANU

James Barry Kelly, FAIM

1992 Edward Walter Tobin
Cornelius Harris Martin, AO

1993 Noel Gordon Diffey, BBus *Riv*
Dr Sultan Aly, MBBS, *Karachi*, BSc
Punjab
Peter George Kell

1994 Ronald William John Robinson
James AM MBE (*Syd*)
John Charles Steinke, BA MA *Calif*
Robert William Upfold, BEME
PhD NSW, ASTC, C Eng,
CPeng, FIEAust, MIMech,
MAusIMM
Ir Djoko Subagyo, BEng *Moscow*
Ross Munro Walker
Walter William Jarvis

1995 Jeremy Kitson Ellis, BA *Oxf*
Vincent J Cincotta, BS *Fordham*,
MA *Col*, DML *Middlebury*

FELLOWS OF THE UNIVERSITY

1985 Francis Neville Arkell
Ethel Hoskins Hayton
Lawrence Borthwick Kelly
Mervyn Francis Xavier Nixon

1986 John Forrest Hayman Clark,
BMEchE *Melb*, FIEAust,
MAusIMM
Burton Challice Moldrich, BA
Ceyl, Dip Tertiary Ed *NE*
Robert John Butler Pearson, AM,
FIM, AMTC, MAusIMM,
FIMMA, FAIM

1988 John Frederick Bell
Colin Denley
Gerald Anthony Freed, BSc *Manc*,
MIBME
Winifred Joyce Mitchell, BA MA
NE, PhD UNSW

1989 John Eveleigh, DipFA *Slade Lond*,
FRSA

1990 Efrem Bonacina, OAM
Giulia Bonacina, BEM
Herbert Flugelman
Ferdinando Lelli

1991 Des Davis, BA *Syd*, MA *N'de*
(NSW)
Harold Hanson, AM
Raymond E Heslehurst, BD *Lond*,
ThL MTh *AustCollTheol*

FULL TIME STAFF*

SENIOR EXECUTIVE UNIT

Vice-Chancellor and Principal
Professor Gerard R Sutton, BE MEngSc
UNSW, PhD CUA

Deputy Vice-Chancellor
Professor Peter Robinson, BSc (Hons) PhD
DSc Wales

Pro Vice-Chancellor (Academic)
Professor Christine E Ewan, MB BS MA PhD
Syd, FAFPHM

Pro Vice-Chancellor (Research)
Professor William J Lovegrove, BA PhD *Qld*

Vice-Principal (Administration)
Kenneth E Baumber, BSc *St And*

Vice-Principal (International)
James W Langridge, BBus *UTS, DipTertEd NE, MACS*

Internal Auditor
Charles E J Ross, CPA

Personal Assistant to the Vice-Chancellor
Halina Majer

EQUAL EMPLOYMENT OPPORTUNITY

Co-ordinator
Maxine Lacey, BA ANU, DipEd UNSW,
BLegSt MA Macq, GradDipLegPrac
UTS, MAPsS

DIVISION OF THE VICE-PRINCIPAL (ADMINISTRATION)

ACADEMIC & STUDENT SERVICES

Manager
Peter G Wood, BSc DipEd *Syd*

ACADEMIC SERVICES

OFFICE OF RESEARCH

Director
Aapo Skorulis, BSc *Macq, DipEd KCAE*

Grants Officer
Joanne Hickey, BA

SECRETARIAT

Senior Administrative Officer
Lynn M Woodley, BA DipEd *UNSW*

Administrative Officer
Kim Roser

STUDENT ADMINISTRATION

Senior Administrative Officer
Marina Evans, BMATH, AITEA

ADMISSIONS

Administrative Officer
Christopher Hadley

Enquiries Staff
Jenel Elrick - Orientation, Summer Session
Tony Chancellor - Timetable Officer
Eloise Wett - Arts, Creative Arts,
Commerce, Education, Law
Craig Peden, B.Com - Engineering, Health
& Behavioural Sciences, Informatics,
Science
Deborah Porter - Student Loans
Teresa Crosland - General Enquiries
Sandra Ragnoli - General Enquiries

STUDENT RECORDS

Administrative Officer
Vacant

Enquiries Staff
Tricia Calleja - Engineering, Health &
Behavioural Sciences
Vacant - Arts, Creative Arts, Informatics
Leonie Grimmer, B.Com - Commerce
Christine Walkam - Education, Law,
Science, Show Cause
Elizabeth Cuthbert, B.Com - Higher
Education Contribution Scheme (HECS)
Judy Nolan - General Enquiries
Nerys Webb - General Enquiries

SCHOLARSHIPS/EDUCATION COMMITTEE

Administrative Officer
Donna West

OFFICE OF POSTGRADUATE & CONTINUING EDUCATION

Executive Officer
John McKelvey, DipTch BA, BSocSc *UNE,*
GradDipAppLings (TESOL) *NTU*

Administrative Officer
Dianne Reh

Enquiries Staff
Christine Mason - Education, Science
Tania Dodds, B.Com - Arts, Engineering,
Health & Behavioural Sciences
Paula Moss, BSc *Mass*, BSc *UNSW* - Creative
Arts, Informatics
Donna Roach - Commerce
Kelly Gordon - General Enquiries

PAGE CONSORTIUM

Director
James Beck, BE, PhD, MEngSci *Melb*

Enquiries/Admissions
Maureen Shears

ACCOMMODATION

Accommodation Officer
Michelle Carden, BA *UC*

BUILDINGS & GROUNDS BRANCH

Manager
Kevin E Turnbull, BA DipTertiaryEd *NE,*
DipEd

Maintenance Manager
Allan Hutton, BE

Supervisor Building Construction
Robert Slater, AssDipAppSc (Build)

Project Controller
Fred Zylstra

Administrative Officer
Barry W Lake, BA

Landscape Supervisor
Martin Bramston

Maintenance Supervisor
Eric J Young

Security Manager
David Anderson

Cleaning Supervisor
Iain Murray

FINANCIAL SERVICES

Director
Susan M Smith, B.Com, ASA

Chief Accountant
Mary Youssif, B.Com MStudAccy, FCPA
ACIS

Finance Accountant
Paul Murphy, BBus, ASA

Systems Accountant
Douglas G Simpson, AssocDipComAppl

Supervisor, Purchasing and Supply
Ross Meaker

Budgets Officer
Chan Shah, B.Com, CPA

Accountant
Michael Ramsey, BBus *Nepean*, ACE, ACA

PERSONNEL SERVICES

Manager
Chris Grange, BA *UNSW*

Deputy Manager
Robyn Weekes, BA, ALLA

Senior Personnel Officers
Irene Burgess, B.Com
Ann Kiceluk, BA
Peter Maywald, BA

Occupational Health and Safety Co-ordinator
Irene Burgess, B.Com

PLANNING AND MARKETING

Manager
David Fuller, BEd, MA *Lanc*

* Correct at time of printing (October 1995) including known appointments for 1996.

MARKETING

Administrative Officers
Gillian Curtis
Elisabeth A Hilton, DipPE *Lond IE*
Megan Armstrong BA VisArts
Patricia Young, MA DipTeach *Aberd*

MANAGEMENT INFORMATION AND PLANNING

Senior Administrative Officer
David Macpherson, BMath GDipAccy

Administrative Officer
Aden Steinke, BCom

DIVISION OF THE VICE-PRINCIPAL (INTERNATIONAL)

INTERNATIONAL OFFICE

Director
Eric J M Meadows, BA *Syd*

Assistant Director
Peter R Ball, BA Asian Studies *ANU*, DipEd *CCAE*

Senior Administrative Officer
Patricia Tindall, BA *ANU*

Administrative Officers
Valri Nunn, MMgt
Lily Soh, BSc *UNSW*

International Students' Adviser
Diana Wong, SRN

OFFICE OF DEVELOPMENT & COMMUNITY AFFAIRS

Executive Director
Peter Rose, BA *Macq*, ACES
Executive Officer
David T Muscio, BA DipEd *UNSW*, MA
MEd *Syd*, DipContEd *NE*, DipComm,
MACE, MACEA, ACES

Incorporating:

**UNIVERSITY OF WOLLONGONG
FOUNDATION LIMITED
AND
CO-OPERATIVE EDUCATION
PROGRAM**

Executive Director
Peter Rose, BA *Macq* ACES

Consultant
Brian S Gillett, BA DipEd *Syd*, HonDLitt
ACES

Administrative Assistant
Suzan Rejske, JP, BA, ACES SAA

FRIENDS OF THE UNIVERSITY OF WOLLONGONG

Executive Officer
David T Muscio, BA DipEd *UNSW*, MA
MEd *Syd*, DipContEd *NE*, DipComm,
MACE, MACEA, ACES

ALUMNI OFFICE

Executive Officer
Juliet Richardson, BA *Birm*

TEACHING AND LEARNING SUPPORT SERVICES

ABORIGINAL EDUCATION CENTRE

Head
Vacant

ATAS Education Assessment Officer
Christopher Walker

Fellows
Gail Hood
Russell Gluck

Associate Fellow
Marian Martin

Student Support Officer
Carol Speechley

CENTRE FOR STAFF DEVELOPMENT

Head
John R Panter, BA *Adel*, PhD *UNSW*

Staff Development Officers
Maureen E Bell, BA(Hons) DipEd *UNSW*
Richard J Caladine, BEng *DDIAE*, BA *QIT*

EDUCATIONAL MEDIA SERVICES

Director
Sandra Wills, BA DipEd *TTC Tas*, MEd
Monash, FACS

Television Manager
John Rickleman

Printery Manager
Glen Brissett

Interactive Multimedia Manager
Geoff Hamer, MA *Cantab*

Audio Visual Services
Barry Robson

Text Production
Gloria Wood

INFORMATION TECHNOLOGY SERVICES

MANAGEMENT

Director
Gregory J Naimo, BE *Syd*, DipEd *UNSW*

Administrative Officer
Kevin W Knox

CLIENT SERVICES & INFRASTRUCTURE

Associate Director
Gary Kelly

Customer Service Co-ordinator
Sennur Oney

Network Communications & Maintenance Co-ordinator
Richard Wilson

Senior Network Engineer
Goran Andersson, BMath

Support Systems & Training Co-ordinator
Sam Tan, BMath

Special Projects Co-ordinator
Ian C Piper, BSc

Operations Supervisor
Elwyn Walker

SALES

Financial Controller
Andrew Jeffery

Business Manager
Allen Chang, UNIX/PC

Macintosh Business Manager
Vacant

ADMINISTRATIVE INFORMATION SYSTEMS

Associate Director
James McKee, BSc, BA(Hons), MA(Hons)

Senior Analyst
Trevor Gollan

Application Project Leaders
Mark Hall, BA *NE*
Michele Mildenhall

Systems Administration
Michael Robinson, BCom

Systems Analysts
James Meek, BA
Rosalind Perry, BA

Technical Support
Harry de Bruin

LEARNING DEVELOPMENT CENTRE

Head, Senior Lecturer
Kim Draisma, BA DipEd
Lecturers
Anne Porter, BCom MSc DipEd DipComSc
DipMath
Elizabeth Sandeman-Gay, BA DipEd MEd
Peter Bodycott, DipTeach BEd MStudEd
MEd

STUDENT SUPPORT SERVICES

DEAN OF STUDENTS
Josephine Castle, BA *Syd*, MA *Warw*

CAREERS & APPOINTMENTS SERVICE

Careers and Appointments Officer
Vacant

COUNSELLING SERVICE

Head, Senior Counsellor

Gregory Hampton, BA *Macq*, PhD, MAPsS

Counsellors

Dawn Abbott-Wade, JP, BSW, MSW *UNSW*
Maxine Lacey, BA *ANU*, DipEd *UNSW*,
BLegSt, MA *Macq*, GradDipLegPrac
UTS, MAPsS

Paul Mayne BA DipEd *NSW* MA *Macq*

Disability Services Adviser

Jodie Hoger

LIBRARY

University Librarian

John Shipp, BA DipEd *Macq*,
DipArchivAdmin *UNSW*, AALIA

Deputy University Librarian

Felicity McGregor, BA DipLib *UNSW*,
AALIA

Technology Development Librarian

Neil Cairns, BA *NE*, DipLib *Riv*

Information Services Librarian

Sue Craig, BA DipEd *Syd*, DipLib *Riv*

Senior Librarians

Acquisitions

Petra Carpenter, BA *Riv*

Cataloguing

Rod Higham, BA *Riv*

Electronic Services

Neil Grant, BA *Syd*, DipLib *UNSW*, DipLib
Monash

Faculty Librarians

Chris Faricy, BA (Lib & InfoSci) *Riv* (Health
& Behavioural Sciences)

Keith Gaymer, BA *Syd*, DipLib *UNSW*,
AALIA (Education)

Deidre Jewell, TC *Armidale*, BA DipLib
UNSW (Science)

Susan Jones, BA Grad DipLib & InfoSci *CSU*
(Commerce)

Craig Littler, BSc (Arch), BA *Syd*,
GradDipInfoStud *UTS* (Engineering)

Catriona McGurk, BA GradDipLib & InfoSci
Queens (Arts)

Helen Mandl, BA DipEd *NE* GradDip
InfMgmt(Lib) *UNSW*, AALIA
(Informatics)

Chrissy Ralston, BSW *UNSW*,
GradDipAppSci(Info) *UTS* (Creative
Arts)

Elizabeth White, BA, DipLib *Riv*, (Law)

Reference Services

Lynne Wright, GradDipTeach, DipLib *Riv*

Research Services

Pam Epe, BA, AALIA

Systems

Karen Lunt, BA *Riv*, MLib *UNSW*

UNIVERSITY FACILITIES

RECREATION AND SPORTS ASSOCIATION

Executive Director

Paul L Manning, BEd *Syd*, MMgt

Facilities Manager

Daniel McGoldrick, DipTeach(PE) BEd
MStudEd GDipCom

Facilities Officer

Mary Sparks, GDipCom AssocDipSpSc

Recreation Officer

Grant Jacobs, BAppSc

Aquatic Centre Managers

Rob Wilkinson, BAppS

Bruce Power, BAppSc

Financial Manager

Ros Robinson, BCom

STUDENT ACCOMODATION

CAMPUS EAST, KOOLOOBONG, GUNDI & GRADUATE HOUSE

Head

Robyn Wilkes, BA *NE*

Office Manager

Everest Ho, BBA *Tunghai*, GradDipCom
MCom

INTERNATIONAL HOUSE

Head

Cynthia Halloran, BA *Qld*, MA *ANU*

Office Manager

Gary Graham

WEERONA COLLEGE

Head

Philip Dutton, BA *Monash*, MEd *N'cle(UK)*,
MACE, JP

House Manager

Sandra Comerford

Senior Resident

George Mickhail, BCom GradDip(Mgmt Sc)
Cairo, MSc Ec (Info Sys) *LSE*, MBCS
Ceng UK, LIDPM MORS UK, AIEE USA

UNIVERSITY UNION

General Manager

Nigel Pennington, BA

Assistant General Manager

Peter Bottele, BCom

ILLAWARRA TECHNOLOGY CORPORATION LIMITED

Managing Director

James W Langridge, BBus *UTS*, DipTertEd
NE, MACS

Company Secretary/Finance Manager

Stuart McDonell, BCom *UNSW*, ASCPA

INTERNATIONAL EDUCATION AND TRAINING DIVISION

Manager

William McGaw, BA *Qld*, MA *Macq*

ADVANCED TECHNOLOGIES

General Manager

John Weidemier, BEng *UNSW*, FIEA

COMMUNICATIONS DIVISION

Manager

Peter White, BSc (Hons) BE (Hons) *Syd*, PhD
UNSW

BUSINESS DEVELOPMENT UNIT

Manager, International Consulting

Kaye Cox, BEd, AssDipAdultEd *UTS*

Manager, Government Business & University Liaison

Canio Fierravanti, BCom

CONSERVATORIUM OF MUSIC

Director

Penelope W Chapple, BMus *Syd*, DipEd
STC, LTCL *Lond*, AMusA

CME Co-ordinator

Karen Unicomb, DipMusEd, AMusA

UNIVERSITY POLICY CENTRES

CENTRE FOR INDIGENOUS DEVELOPMENT

Head

Margaret Valadian, BSocStud *Q'ld*, MSW
SUNY, MEd(Com) *Hawaii* Hon DrLitt,
Macq

Senior Research Fellow

Natascha McNamara
AM MBE BBus, DipTeach, FACE

CENTRE FOR RESEARCH POLICY

Director

Associate Professor Tim Turpin, BA (Hons),
PhD *La T*

Senior Research Fellow

Sam Garrett-Jones, BSc, MSc *Manc*, PhD
ANU

Research Fellows

Matt Ngui, BA *MA*

Heather Spence, BA (Hons), PhD

Visiting Research Fellow

Jing Zhang, BSc *China*

FACILITIES AND SERVICES

UNIVERSITY LIBRARY

The Library provides information services which support and enhance the teaching and research activities of the University. Collections include the Main Library, the Law Library, the Curriculum Resources Centre and the University Archives.

The combined collections contain in excess of 500,000 items including books, serials, audio-visual materials and archival sources. In addition to these collections, access to information held in libraries throughout the world is available through inter-library loan and data base searching facilities.

Most items from the collection, except material where restrictions have been imposed, may be borrowed. All University of Wollongong staff, students and graduates may borrow from the collection. Reciprocal arrangements are available for University of Wollongong staff and students to borrow from some other university libraries.

Borrowing rights will be suspended when items are overdue from loan. Overdue items also attract fines. The use of inter-library loans and database searching facilities may require the payment of fees for service. Details of regulations, borrowing conditions and other library services are available from the Information Desk in the Library.

Library hours of opening from March to December are: Monday to Friday 8.30 am to 10.00 pm; Saturday 9.00 am to 5.00 pm; Sunday 1.00 pm to 5.00 pm. Curriculum Resources Centre: Monday to Thursday 8.30 am to 6.00 pm; Friday 8.30 am to 4.00 pm.

For further information phone 214548.

Hours may vary for Summer session, public holidays and during vacation. These variations are displayed on noticeboards in the Library.

UNIVERSITY UNION

The University Union commenced operations in 1964. It was created to provide a "community centre" for the University. The creation of opportunities for social and cultural interaction and development of the members is a key role of the Union. Facilities include food and beverage services, conference and meeting rooms, medical, dental and optometrical services, child care, assistance to affiliated clubs and societies, a range of shops and other miscellaneous services.

Membership and Fees

All students have to pay annual fees to the Union, unless they are Life Members of the Union.

Management

The Union exists under a constitution which vests control of the Union in a Board of 20

persons being:-

- 10 Union members (staff, students and life members)
- 4 University Council appointees
 - General Manager
 - Students' Representative Council President
 - Recreation and Sports Association representative
- 1 Union Staff Member
- 2 Co-opted members

Annual elections are usually held in August. All students and staff are eligible to stand for a position on the Board, which has established a number of committees to deal with specific areas of its operations. The Union General Manager is directly responsible to the Board as General Manager of the Union.

In the main Union complex, the following services are housed:

Food and Beverage:

Union Food Hall
Bistro Gallery
Tavern Bar and Coffee Lounge
The Glass House - Coffee Lounge and Asian-style cuisine
Duck Inn - Burger Bar
Lounge Bar
University Club Lounge
Keira View Cafe and 'Food for Thought' restaurant are located in the McKinnon building.

Retailing:

Union Retail Centre and Bookshop (Telephone: 266940)

Financial:

National Australia Bank (Telephone: 261927)
Illawarra Mutual Building Society (Telephone: 214733)

General:

Union Function Centre (Telephone: 213781)
Cinema/General Purpose Hall
Meeting and Conference Rooms

Hair Care:

The Cutting Crew (Telephone: 213111)

Medical Centre (Telephone: 262199)

Travel:

STA Travel Service (Telephone: 260277)

Student Welfare:

SRC Offices (Telephone: 214202)
Student Services

- Counselling (Telephone: 213446)
- Careers Advice (Telephone: 213324)
- Accommodation Office
- Women's Room
- Chaplaincy

University Security (Telephone: 214555)

Clubs and Societies

Campus clubs and societies are able to affiliate with one centralised body. The University Union and the Students' Representative Council (SRC) have amalgamated club funding to establish the Clubs and Societies Support Office. Funding is administered by a committee and support is offered to clubs via the Union's Clubs and Societies Officer, whose office is situated on the ground floor, Union Arcade.

Activities Program

The Union runs a comprehensive activities program. In the course of the year, the program will include:

- lunchtime music events
- art exhibitions
- popular music concerts
- weekly movie screenings of contemporary movies
- clubs and society displays
- theme weeks, eg International Week, Union Welcome Week.

Union Medical Service

A comprehensive medical centre, including general practitioners, dentist and optometrist, is located in the Union Arcade.

All services are provided by qualified professional staff in modern, air conditioned premises using the latest technology. Both general practitioner and optometrist bulk bill holders of a Medicare Card at the time of service.

The dental service, by arrangement with the University Union, offers services at attractive fee scales.

Union Child Care Centre

Kids' Uni, a University Union facility, is a child care centre on campus which offers child care facilities to both students and staff. The centre provides a happy and stimulating atmosphere where children can stay while their parents are at class and/or work.

Fee relief is available depending on family income. Parent involvement in the daily activities is welcomed but not mandatory. The centre is open from 8.00 am to 6.00 pm Monday to Friday. Kids' Uni cares for 58 children in the 0-5 year old age group. We also have an After School and Vacation care service for 20 children (5-12 years). Qualified Early Childhood staff are in attendance. Preference for enrolment goes to children who were enrolled at Kids' Uni in the previous calendar year. Only a limited number of places are available and early application is essential. Permanent bookings must be made for session, school terms, or all year round.

Application forms and information can be obtained from the centre.

For further information contact the Director on 213072.

University Family Day Care

This service provides supervised care for children in the homes of authorised, carefully selected care providers.

The service promotes the developmental, social, emotional and intellectual needs of children.

A co-ordinator services the scheme. This involves regular visits to the homes of caregivers with advice, education and equipment suitable for children's ages and stages.

It also provides emergency care and after school care.

For further information contact the Co-ordinator on 213072.

STUDENTS' ASSOCIATION

The University of Wollongong Students' Association is the name of the official organisation for students on campus. The Students' Association is run by students and for students. The Students' Representative Council is a 21-member body elected each October, taking office on January 1st of each year to govern the affairs of the Students' Association.

All these members are available to assist you and to take comments and suggestions regarding the running of the Students' Association services.

The SRC is a legitimate student voice on campus. It provides essential interest and social activities. In services, the SRC provides an on-campus free legal service, childcare, second hand books, bands, social functions, an alternate handbook and postgraduate alternate calendar, student taxation advice, Austudy forms and advice, a free tea and coffee service, photocopying, binding, daily newspapers, use of computers and printers, a student insurance plan, faxing.

The SRC also publishes a fortnightly student newspaper, the *Tertangala*. Although a number of journalists are employed on the *Tertangala* to report on news and events around the University, any student is welcome to make a contribution to the newspaper. Commentary, fiction, poetry and news articles are all welcome. Student classifieds and advertisements can be submitted on any topic for a fee. Enquiries at the *Tertangala* office in the SRC building next to the Duck Inn.

The SRC also funds and encourages a clubs and societies program. For details concerning club affiliation, see the Vice President.

The SRC is involved in campaigning for better education, welfare conditions and facilities for students on campus. It has embarked on a series of faculty reviews to continue through 1996 designed to improve facilities.

The SRC also provides advice and assistance on a variety of student problems and concerns. These include advice on Show Cause, academic misconduct, Austudy applications, change of subjects, Social Security, sexual harassment and other legal and housing issues.

The SRC organises regular debates on campus involving public figures from around Australia in which members of the University community are invited to participate.

Finally, the SRC maintains liaison between students of the University and the University Council (the governing body of the University). The SRC is also involved in raising student concerns with a variety of local, state and national bodies.

RECREATION AND SPORTS ASSOCIATION

All students pay compulsory fees to the Recreation and Sports Association (RSA) which automatically makes them members.

Membership entitles students to reduced rates on all facilities and most programs. Students are required to produce their student identification card to obtain the member rate.

The RSA's aim is to provide a broad range of healthy recreational experiences via its facilities and programs. Students may participate in recreation programs through lunchtime sport, general interest courses and outdoor adventure activities. For those interested in fitness, the RSA offers a range of activities including aerobics, step and circuit classes, weight training and fitness assessments.

The University Recreation Centre comprises a 2 court stadium which caters for basketball, badminton, volleyball, indoor soccer and many other activities. In addition, the RSA run a 50 metre outdoor heated Aquatic Centre, a synthetic hockey surface, ovals, and gymnasium. We also have a new purpose built aerobics room overlooking the pool and a new 4 court tennis complex, 3 squash courts and a climbing wall.

Students may also join any of the constituent clubs of the RSA, these include:

Athletics	Skiing
Badminton	Soccer
Basketball	Squash
Cricket	Surfriding
Triathlon	Table Tennis
Hockey	Tae Kwon Do
Netball	Tennis
Outdoors Club	Touch
Rugby League	Underwater Hockey
Rugby Union	Volleyball
(Men and Women)	
Sailing	Waterpolo
Scuba Diving	Windsurfing

The RSA hosted the 1994 Australian University Games comprising competition across 20 sports. 5,000 student athletes attended and brought over \$4 million income to the Illawarra region.

All enquiries to the Recreation Centre, Building 13. Open 7 days, telephone 214702 or ext 3361/3362.

CHAPLAINCY SERVICE

A Chaplaincy Service is provided within the University for the benefit of students and staff. The Service offers fellowship, personal counselling and guidance, and leadership in biblical and doctrinal studies and in worship. The visiting Chaplains maintain close liaison with student religious societies. The visiting Chaplains may be contacted in the Chaplain's office or by phoning 213534. The office is located on the first floor of the Union Building near the Counselling Centre.

Anglican:	Rev S Edwards 1 Baker Crescent Figtree NSW 2500 Tel: 258644
Baptist:	Rev J Taylor 216 Jacaranda Avenue Figtree 2526 Tel: 291671 Wollongong Baptist Church Smith Street Wollongong
Congregational:	Rev D Bartlett 22 White Place Figtree 2525 Tel: 273622 (office) 717162 (home)
Jewish:	Dr H Immerman Shalom College, University of UNSW PO Box 1, Kensington 2033 Tel: (02) 6631366
Presbyterian:	Rev Dr D L Ferrington, St Andrew's Manse, 25 Stanbrook Avenue, Mt Ousley 2519 Tel: 261725 (office) 261458 (home)
Catholic:	Mgr John Morrow 2 Vickery Street Gwynneville NSW 2500 Tel: (042) 261992
Uniting:	Rev K Kestel 55 Francis St Corrimal 2518 Tel: 843605 (office) 843492 (home)

UNIVERSITY SUPPORT SERVICES

UNIVERSITY COUNSELLORS

The University Counsellors offer free and confidential counselling to students or staff who want to talk through and change areas of difficulty, conflict or crisis in their lives.

The counsellors can deal with a wide range of personal difficulties such as feeling stressed, anxious or depressed; wanting to become more confident and assertive; family and relationship conflicts; grief and bereavement issues; and emotional stresses associated with studies. The Counsellors can also assist with other problems such as eating disorders, alcohol and other drug problems, racial and sexual harassment and surviving incest.

Personal development programs are offered in areas such as stress management, assertiveness training, self-confidence building and preparing for university. The Counselling Service organises networks and programs which are designed to assist particular groups of students develop self confidence and succeed at university.

Networks are organised for mature age students, women in non-traditional areas and women in honours and postgraduate courses. There are also support groups for people with eating disorders and incest survivors.

Different types of orientation programs are organised at the beginning of the academic year. These programs are provided for school leavers, mature age students, rural students, postgraduate students and students transferring from other universities and TAFE. Contact the Counselling Service for more information.

To make an appointment to see one of the counsellors or enrol in a program, phone 213445, or call in at the office located on the third floor of the Union Retail Centre. The service is free and completely confidential.

RESOURCES FOR STUDENTS WITH DISABILITIES

The Disability Adviser can provide information on resources available at the university for assisting students with disabilities and advice on how particular disabilities affect university study.

Services are available for all students with disabilities. These include: equipment, support, note takers, a volunteer reader program and peer support.

If you have a disability and need assistance during your studies, please ensure that you contact the Disability Adviser prior to the commencement of studies. You can contact the Disability Adviser by phone: 214352 or fax: 214767 or call in at the office located on the third floor of the Union Retail Centre.

STANDARDS is a group set up for students with disability. The group aims to provide support, information and advocacy. As the name suggests, the group is directed at setting standards both individually and throughout the campus community in relation to disability and quality of life. For information about the group contact the Disability Adviser.

ABORIGINAL EDUCATION CENTRE

The Aboriginal Education Centre (AEC) was established in 1984 to provide for equity of access, participation and outcome for Aboriginal and Torres Strait Islander people.

As well as HSC and Mature-age entry, the University has a policy which supports enrolment of Aboriginal and Torres Strait Islander students who may not have had an opportunity to complete final schooling.

Each year the AEC runs an Alternative Admissions and Orientation Program. The AEC is developing pathways between the community and the University in Nursing, Education and Law.

Since the establishment of the Centre, there has been a steady increase in the number of Aboriginal and Torres Strait Islander students enrolled in (and graduating from) undergraduate and postgraduate courses.

The Aboriginal Education Centre is involved in teaching and research programs, particularly with the Faculties of Education, Health and Behavioural Sciences and Law and conducts information sessions for various community groups both within and outside the University.

Research and development in various areas relevant to Aboriginal Education is beginning to play a more significant role in the Centre's activities. Strong links exist between the AEC, Aboriginal communities and organisations. Centre staff form a bridge between Aboriginal and non-Aboriginal people.

The Centre's staff have a strong commitment to the education and development of Aboriginal and Torres Strait Islander students.

THE CASUAL EMPLOYMENT OFFICE

The Casual Employment office is located on the ground floor of the Union Building (Building 11). The office endeavours to find casual and part-time employment opportunities for students. For more information contact Michelle Carden, Casual Employment Officer, on 213216

CAREERS AND APPOINTMENTS SERVICE

A Careers and Appointments Service is located on the 3rd floor of the Union Building. Individual and group advice is given and a careers library is maintained.

Employer Campus Interviews

Employers visit the campus in April, May and September to interview final year students for employment in the following year. Final year students need to familiarise themselves with this program and to read the notice boards outside the Careers & Appointments office. Information is also placed on the NetNews Bulletin Board UOW Careers. A mail out of information goes to all final year students each year.

Job Preparation (Interviews/Resumes)

Workshops are conducted throughout the year to assist students to prepare for the job search.

Career advice and career counselling is supplied through an appointment system. For enquiries telephone 213324 or 213325, internal extensions 3324 or 3325 and Facsimile 262399.

ACCOMMODATION

COLLEGIATE

Each residential college has traditionally offered students accommodation supportive of the student's academic goals. They may be thought of as offering accommodation with "extras". Both provide meals and a cleaning service for residents. They have on-site management, and offer students personal and academic support geared towards student independence. The residences are designed to provide a supportive environment for residents and aim to develop a sense of community among residents.

Breakfast and dinner are provided daily in the dining room of each residence and on weekends at breakfast, residents can make a sandwich lunch. Students must provide their own pillow, sheets and blankets. (These can be loaned to overseas students by the residences for the first few weeks until the student has time to purchase them locally.) Individual student rooms are cleaned weekly. Laundries with washers, driers and exterior clothes lines are supplied for students to do their own laundry. Computer Rooms in each house provide a variety of computer hardware for student use. The Residents' Association organizes social activities, maintains student kiosk and games room equipment and provides a selection of daily newspapers. On-site management of the residences and pastoral care of the residents is provided by professional staff during business hours, and by postgraduate house tutors after hours. House tutors also help organize residential study groups and are available for informal academic assistance. A shuttle bus service transports residents to and from the main campus during week nights.

International House

Hindmarsh Avenue, North Wollongong, the closest of the University's Halls to the main campus, accommodates 200 students in single and shared study/bedrooms. Accommodation is for a 40-week academic year, including recess periods. Accommodation with reduced services is also generally available throughout December-February recess. This is sometimes an advantage for overseas students who wish to remain in residence during the long summer recess. Fees for 1996 are \$6,200 for a single room, and \$5,000 for a shared room. Both are due in two equal instalments in February and July.

Weerona College

Throsby Drive, a 20 minute walk from campus, accommodates 200 students; 130 in single study/bedrooms, and 70 in shared rooms (2 students to a room). Shared rooms are cheaper than single rooms.

Accommodation is for the 40 week academic year. Fees for Weerona for 1996 are \$6,200 for a single room, and \$5000 for a shared room. Both are payable in two equal instalments due in March and August.

Beaton Park Leisure Centre - a facility of Wollongong City Council - with a heated swimming pool, tennis and squash courts basketball stadium and sports medical clinic

and international class athletics track is located next to Weerona College.

Admission to Halls of Residence

Each Residence is administered separately from non-collegiate accommodation by the Head of International House and the Head of Weerona College. Students wishing to live in the Halls of Residence as a first preference will ordinarily be interviewed by the Head of the preferred Residence. Inquiries about the Halls can be made directly to Cynthia Halloran, for International House, (042) 299711 (Facsimile (042) 264370) and Philip Dutton for Weerona College (042) 284022 (Facsimile (042) 296136).

NON COLLEGIATE

Campus East

Cowper Street, Fairy Meadow, is a 40 minute walk from campus (or a shuttle bus service is available). Campus East accommodates 369 students in single study/bedrooms, and meals are served in the dining hall located on site. Students must provide their own pillow, sheets and blankets. Fees for Campus East for 1996 are to be announced and are payable in two equal instalments. Tenancy is for a 40 week period (academic year including recesses).

Kooloobong

Northfields Avenue at the western end of the campus accommodates 190 students in 38 furnished houses and apartments. Residents of Kooloobong live independently in individual houses and apartments of 5 students, doing their own cooking and cleaning. Desk, bed, wardrobe, bookshelves in study/bedrooms; refrigerator, stove, cooktop, microwave oven in the kitchens; washing machines in laundries; and living room and dining room furniture is provided. Residents provide their own bed linen, cooking pots, crockery, cutlery, cleaning equipment and room heaters if required. Tenancy is for a 40 week period (academic year including recesses).

The advantage of living at Kooloobong is that a student can be very independent, and can do his or her own cooking. Since students in these houses have to live together on good terms, acceptance of students for residence at Kooloobong is usually done as a group; five students who are already friends and compatible will ask to share a house together. Residence at Kooloobong is ordinarily not available to first year students. Fees for Kooloobong for 1996 are to be announced and are payable in two equal instalments.

Gundi

Gipps Street, North Wollongong, accommodates 34 students in 7 furnished town houses. Residents of Gundi live independently in individual apartments of 2 or 6 students, doing their own cooking and cleaning. Desk, bed, wardrobe, study chair in study/bedrooms; refrigerator, stove in the kitchen; washing machines in the laundries and a communal dryer; living room and dining room furniture is provided. Residents provide their own bed linen, cooking pots, crockery, cutlery, cleaning equipment and room heater, if

required. Tenancy is for a 40 week period (academic year including recesses). Fees for Gundi for 1996 are to be announced and are payable in two instalments.

Graduate House

Northfields Avenue, Wollongong, accommodates 78 postgraduate students and their families in furnished apartments. There are 36 bedsit type units for single students, 36 two-bedroom units and 6 three-bedroom units for families. Beds, desk, study chair and wardrobes are provided along with stove, refrigerator, dining table and chairs, lounge chairs and coffee table. Several coin operated washing machines and dryers are provided. Residents provide their own bed linen, cooking pots, crockery, cutlery, cleaning equipment and room heater, if required. Tenancy is for a 40 week period (academic year including recesses). Fees range from \$4,315 to \$6,915 payable in two instalments.

Accommodation Office

The University has an Accommodation Officer who assists students wanting to find private accommodation. Michelle Carden, can be contacted by telephoning (042) 213216.

General

Private accommodation is usually available in the suburbs around the campus. With rooms costing approximately \$60 per week, apartments from \$120 per week, while house and condominium style apartments, which can be shared by several students, range between \$170 and \$250 per week, depending on size, style and location.

TRANSPORT

University shuttle bus services link Campus East, International House and Weerona campus with the main University campus.

Wollongong bus operators provide services to the University from all areas of Wollongong (north to Austinmer and south to Shellharbour). The University is located within 15 minutes walking distance from North Wollongong Railway Station and bus operators also service this connection.

Bus services also run from the Bargo, Picton area and the Campbelltown district. Timetables are available from the University or the bus operators.

The University is located 5 kilometres from the Wollongong city centre with easy access from the major road systems.

STUDENT TRAVEL CONCESSION PASSES

Train

Identification cards issued by the Railways of Australia are available to eligible full-time students to enable them to travel at concession rates on railways within Australia. Application forms are available from the Student Enquiries Office, Ground Floor, Administration Building.

Aircraft

Concession fares for overseas, inter-state and intra-state are available under the conditions ruling for various operating companies. Appropriate travel cards are available from travel agents.

Bus

Applications for private bus concessions are available at the Student Enquiries Office, Ground Floor, Administration Building.

NSW REQUIREMENTS FOR TEACHERS

Information regarding correct undergraduate degree patterns for the purposes of teaching can be obtained from Dr Michael Wilson, Faculty of Education, telephone 213792.

ARMY RESERVE UNIT

The University of Wollongong Company of the University of New South Wales Regiment (UNSWR) is an Army Reserve Unit whose role is the production of Officers for the reserve. Enlistment is voluntary, and is open to male or female students. Enlistment criteria is that students must hold a HSC or equivalent with a high standard pass in English and three other subjects. All potential recruits must also be Australian citizens. The Regiment parades on a Wednesday evening and the training schedule is designed to avoid clashes where possible with the study requirements of the academic year. Officer training provides training in decision making, management and organisation.

Further enquiries should be made to the University of Wollongong Company, UNSWR, Military Road, Port Kembla 2505. Telephone (042) 741861 between 8.00 am and 4.00 pm weekdays or Wednesday evenings from 7.00 pm to 9.00 pm.

FRIENDS OF THE UNIVERSITY OF WOLLONGONG ASSOCIATION

This association which was constituted in 1993 pursues its mission -

"To create and enhance, through the Friends' unique access to both the University of Wollongong and the local community, understanding, pride, enthusiasm and support for the role and achievements of the University".

The association involves members of the community and the University who are willing to help achieve this mission. In turn, members are kept informed of the University's plans and achievements and invited to contribute to them.

The Friends conduct and support a range of activities through the year to enhance the relationship between the University and its community. Managed by a board of both University and community

representatives, the Association is also assisted in planning events by its Community Involvement Team.

For further information contact the Executive Officer on (042) 213073.

ALUMNI ASSOCIATION

The Alumni Association offers a means to graduates, diplomates and former staff of the University (who are the alumni) to remain in contact both with the University and with each other. These people have the potential to be the University's best ambassadors in the community and they themselves have much to gain by keeping in touch.

Alumni Association members receive the University's alumni magazine, *The Outlook*, twice a year and are invited to reunions and other functions as they occur. Several chapter groups, eg Engineering, Commerce, Education and the Campus Chapter as well as some located overseas, are now operational and they organise social and other activities.

Associate Membership of the Alumni Association is open to current students and staff (at a subscription rate of \$20.00 per annum) who are then able to benefit from a range of special rates available to alumni. The Association is also a great way for students to meet Wollongong graduates which can be very helpful on a professional level.

STUDENT PROCEDURES

General Conduct

Acceptance as a member of the University implies an undertaking on the part of the student to observe the rules, by-laws and other requirements of the University, in accordance with the declaration signed at the time of enrolment.

Smoking is not permitted inside any building on the campus. Gambling is also forbidden.

Members of the academic staff of the University, senior administrative officers, and other persons authorised for the purpose, have authority, and it is their duty, to check and report on disorderly or improper conduct or any breach of rules occurring in the University.

Change of Address

Students are requested to notify the Vice-Principal (Administration) in writing of any change in their address as soon as possible. Forms for this purpose are available from the Student Enquiries Office, Ground Floor, Administration Building. Failure to do this could lead to important correspondence (e.g. examination results, etc) or course information not reaching the student. The University cannot accept responsibility if official communications fail to reach a student who has not notified the Vice-Principal (Administration) of a change of address.

Change of Name by Marriage or Deed Poll

All records held and statements issued by the University will be in the name given by a student at the time of admission to the University.

Students who change their name by marriage or by Deed Poll and who also wish to change their name on University records should complete a Change of Name form which is available from the Student Enquiries Office, Ground Floor, Administration Building, and present for notation the original Marriage Certificate or Deed Poll document.

Lost Property

Enquiries concerning lost property should be made to the Security Office, Union Building.

Ownership of Students' Work

The University reserves the right to retain at its own discretion the original or one copy of any drawings, models, designs, plans and specifications, essays, theses or other work executed by students as part of their courses, or submitted for any award or competition conducted by the University.

Notices

Official University notices are displayed on the notice boards and students are expected to be acquainted with the contents of those announcements which concern them.

Student Identification Cards

All students are issued with an Identification Card at the beginning of their first year of enrolment, after payment of compulsory charges. This card must be carried during attendance at the University and shown on request.

The number appearing on the front of the card is the student registration number used in the University's records. This number should be quoted in all correspondence.

The card must be presented when varying enrolment, when attending examinations and collecting examination results, when requesting an enrolment record, when applying for travel concessions, when notifying a change of address and when requested, for any appropriate reason, by a member of University staff.

Students who lose their Identification Card must notify the Vice-Principal (Administration) as soon as possible. A charge of \$5 is charged for a replacement card. Proof of identification must also be produced.

All students will be issued with an Identification Card as soon as possible after enrolment. In the meantime, the receipt form issued at the time of enrolment should be carried during attendance at the University and shown on request.

Parking

Approximately 2,200 parking spaces are available on campus. These spaces are categorised into Red and Blue areas, with the Red areas closest to campus facilities. Red parking permits cost \$130.00 pa and

Blue permits cost \$75.00 pa. Half year permits are also available on application at the University Cashier. Purchase of a parking permit allows access to the campus by car/vehicle but does not guarantee an on-campus parking space. A dedicated reserved parking space is available in the Multistorey car park at a premium price of \$400 pa. A parking permit costing \$20.00 pa gives access to the motorcycle parking areas on campus. Parking Permits for permanently disabled drivers cost \$50.00 pa.

STUDENT CHARGES

According to Government regulations, students, both undergraduate and post-graduate, are required to meet the following charges where applicable:

1. Penalty charges such as late charges, parking fines, etc.
2. Administrative charges such as 'statement of record' charges, 'review of result' charges, application fee to amend an academic record, or charges for examinations requiring special arrangements.
3. Cost of travel incurred by students attending practical work for courses in social work, teacher training, etc.
4. Cost of travel incurred by external students attending residential schools.
5. Accommodation charges and cost of subsistence on excursions, field work, etc.
6. Charges for special clothing or laundry costs.
7. Purchase of instruments or equipment.
8. Cost of handbooks and notes.
9. Charges associated with the development and operation of unions, student associations, students' representative councils and other student activities.
10. Deposits and refundable charges.

Compulsory Charges

In 1996 all registered students will be required to pay¹:

Entrance Charges At First Enrolment:

University Union ²	\$25
Recreation & Sports Association ²	\$25
Students' Representative Council	\$6

Annual Subscriptions:

University Union ²	\$160
Recreation & Sports Association ²	\$78
Students' Representative Council	\$38

Exemptions

Exemption from payment of fees will be granted in certain circumstances:

- i. Exemption from payment of fees for

¹ For certain categories of students such as international students enrolling on a full fee paying basis and some postgraduate fee paying students, the charges are included in the course fee.

² Life members of these bodies are exempt from the appropriate charge or charges. See section on exemption from payment of fees.

the University Union will be granted to life members of the Union.

- ii. Exemption from payment of fees for the Recreation and Sports Association will be granted to life members of the Recreation and Sports Association.
- iii. Students who have paid fees for six or more years are eligible to apply for life membership of the Union and/or the Recreation and Sports Association.

Charges for Off-Campus Students

Students studying for specified University of Wollongong courses which are offered in an off-campus mode shall be required to pay the Student Association entrance and annual fees, but shall be exempt from both the University Union and Recreation and Sports Association fees. The courses specified for this purpose will be determined by the Vice-Principal (Administration) or his/her nominee.

Other Charges

Reinstatement charge (following termination of enrolment)	\$100
Application fee to amend academic record	\$80 ³
Replacement of student identification card	\$5
Parking Charges (per annum)	
Guaranteed Places	\$400
Category 1 Places	\$130
Category 2 Places	\$75
Motorcycle parking	\$20
Disabled parking	\$50

New Students

All new students shall be required to attend the enrolment centre and pay all charges on the date shown on their letter of offer.

International Students *

International students are required to pay extra fees for a course if they undertake subjects/credit points in addition to the normal full time load. Students pay reduced fees (receive a credit) if they undertake subjects/credit points less than the normal full time load. This does not apply to AUSAID, IDP, Study Abroad, Exchange students and some Australian and overseas scholarship schemes. If a student undertakes the normal full time load for a course, the fee does not alter. The full list of fees for international students is available from the International Office.

The operative dates for calculation of the number of credit points in which international students are enrolled will be 31 March for Autumn Session and 31 August for Spring Session each year. Students who withdraw from subjects after these dates will still be liable for the fees for those subjects. These dates are known as the International Students Audit Dates.

³ Payable if student error.

* International Students should also refer to the International Office Section of this Calendar.

Re-enrolling Undergraduate and Post-graduate students

Failure to re-enrol by the prescribed date - Charge \$40

Late Charges

Where charges have not been paid prior to the commencement of the relevant session, the following additional charges will apply:

Charges paid during the first two weeks of session	\$50
Charges paid subsequent to the second week of session	\$80
Note: Payment of charges subsequent to the second week of the relevant session will only be accepted with the express approval of the Vice-Principal (Administration) or the Manager (Academic and Student Services).	

International Students Late Charge

A late fee of \$450 applies to International students who have not paid their tuition in full prior to the commencement of session.

Withdrawal

1. Students withdrawing from a course are required to notify the Vice-Principal (Administration) in writing.
2. Where notice of withdrawal from a course is received by the Vice-Principal (Administration) before the first day of Autumn session a refund of all charges paid will be made.
3. On notice of withdrawal, on or after the first day of autumn session and prior to the end of the fourth week of Autumn session, a full refund of student activities charges, other than entrance charges, will be made but thereafter no refund will be made, except as provided for in Section 4 below. Student activities charges are listed on the previous page.
4. If a student's initial enrolment in any year is made at the commencement of Spring session for Spring session only and the student gives notice of withdrawal prior to the end of the fourth week of Spring session, a full refund of student activities charges, other than entrance charges, will be made but thereafter no refund will be made.
5. Late charges are not refundable.
6. Payments towards the Higher Education Contribution Scheme (HECS) will only be refunded where a student withdraws prior to the appropriate census date.
7. International students are bound by the terms of the University policy on fee refunds for International Students, available from the International Office.

Extension of Time

Extensions of time to pay compulsory charges are not permitted.

Students who are unable to pay their compulsory charges by the due date may wish to apply for a student loan.

Student Loans

The University operates a student loan scheme from funds made available by the Federal Government under the Special Assistance for Students Program. All University of Wollongong students (except international students) are eligible to apply for a short-term loan. Loans are available to cover compulsory student charges, essential living and study expenses (eg accommodation, text books, instruments and other expenses associated with study) but not for cars or overseas excursions.

Full repayment of borrowed funds must be made by 30 June for Autumn session loans or 30 November for Spring session loans. All loans require a guarantor excepting that this requirement may be waived for students who apply to borrow \$300 or less, have had a student loan previously, and have repaid it by the due date. For information and application forms, contact the Student Enquiries Office, Ground Floor, Administration Building, Telephone (042) 213927.

Note: Student loans are not available to assist payment of liability under HECS.

Failure to Pay Charges

Any student who is indebted to the University and fails to make a satisfactory settlement of his/her indebtedness upon receipt of due notice ceases to be entitled to membership and privileges of the University. Such a student is not permitted to register for a further session, to attend classes or examinations, or to be granted any official credentials.

Indebtedness to the University includes the non-payment of charges, late charges, library fines, the non-payment of student loans, any arrears in rent or other financial obligations resulting from an accommodation agreement entered into with the University, and any indebtedness incurred as a result of any other financial obligation to the University.

In very special cases the Vice-Principal (Administration) may grant exemption from the disqualification referred to above upon receipt of a written statement setting out all relevant circumstances.

Cashier's Hours

The Cashier's office is open for the payment of charges from 9.30 am to 4.30 pm, Monday to Friday. The Cashier's office may be open for additional periods during enrolment. Details of these additional times may be obtained from notices posted at the Cashier's office. The Cashier will only accept cash over the counter to the value of \$2,000.

HIGHER EDUCATION CONTRIBUTION SCHEME (HECS)

Students enrolling at the University will be liable under the Higher Education Contribution Scheme (HECS) unless specifically exempted. Summer session enrolment also incurs a HECS liability. HECS is payable each session and the amount of liability is determined by the load (as a proportion of the standard student load for a full year) in which a student enrolls.

Method of Payment

New students will receive a HECS election form at enrolment. This form requires students to nominate whether they wish to pay the HECS liability through the Taxation System when earnings reach the threshold prescribed yearly by the Government or whether they wish to pay the HECS liability to the University up-front and receive a discount of 25%. If a student elects to pay the liability to the University up-front he/she should make payment of the liability by the date prescribed. Please note that students who fail to make up-front payments by the due date will have their enrolment cancelled.

Students who elect to pay HECS up-front may nominate a safety net provision which will permit the University to change the up-front option to deferred if for some reason the student does not make the up-front payment by the due date.

Change of HECS Election

A student's HECS election remains in force for the duration of his/her course unless he/she wishes to change it by lodging another HECS election form. However, students exempt from HECS (refer below) must lodge an election form for each academic year with appropriate evidence of exemption by 31 March.

Tax File Numbers

Students electing the deferred option or safety net for HECS must provide their Tax File Number (TFN). Students who do not have a TFN, or do not know their TFN, need to contact their nearest Australian Taxation Office. Students who do not provide their TFN prior to the census date will have their enrolment cancelled.

Notice of Liability

Students will receive notice of their estimated liability under HECS with the enrolment record notice at the beginning of each session. A statement of the session's final HECS liability as at census date is sent to each student's mailing address after the census date. (Students must keep this as a permanent record of their liability each session.)

Amendments to Enrolment

When a student amends his/her enrolment (ie by withdrawing from or adding one or more subjects), an amended liability statement will be given. No liability under HECS will be incurred if a student withdraws from one or more subjects prior to the appropriate census date.

Exemptions

All higher education students will incur the HECS charge but there are a number of exemptions.

These are:

- fee paying students enrolled in postgraduate courses for which fees are charged in accordance with Commonwealth guidelines;
- students enrolled in non-award courses;
- students in recognised bridging and supplementary courses;
- overseas students who are already paying the Overseas Student Charge, full fees or who are assisted under foreign aid or Australian aid programs;
- students undertaking industrial experience as part of a course will not be liable for that proportion of their course spent in industry;
- students who receive an APA without stipend, which includes a special allocation of APA without stipend for the professional development of teachers; and
- students enrolled in a course which is fully funded by an employer.

Students who fall in the above categories will have no liability under HECS. However, they must still lodge a HECS election form each academic year with appropriate documentation supporting their exemption.

Citizenship Charges

From the beginning of 1996 Australian permanent residents who have not become citizens within one year of meeting residency requirements for citizenship, and New Zealand citizens, will need to pay their Higher Education Contribution up front, without a discount. This will mean that at enrolment:

- **Australian citizens** will need to verify their citizenship status by producing their Australian birth certificate or their citizenship certificate (or certified copies).
- **Permanent residents** will need to verify their permanent residency status to show that they are eligible for HECS. To establish their eligibility for deferred HECS they will need to supply their passport (or certified copy) showing dates of permanent residence in Australia.
- **New Zealand citizens** will need to verify their New Zealand citizenship status to show they are eligible for up front HECS. New Zealanders (who do not also hold Australian citizenship) are not eligible to defer their HECS irrespective of the duration of their residence in Australia.

SCHOLARSHIPS

UNDERGRADUATE

Every year the University of Wollongong offers a wide range of prestigious and generous undergraduate scholarships across its nine faculties:

- | | |
|-----------------|---------------|
| * Arts | * Health & |
| * Commerce | * Behavioural |
| * Informatics | * Sciences |
| * Creative Arts | * Law |
| * Education | * Science |
| * Engineering | |

In 1996 the University will be offering over 50 undergraduate scholarships. These include 9 Meritorious Scholarships (\$4000pa), 17 Faculty Scholarships (\$3000pa), 3 Residential Scholarships (\$6200), 5 Equity and Merit Scholarships (\$2500), and numerous Cooperative Education (\$9300pa) and Foundation Scholarships. The two latter awards are provided in collaboration with a number of private and public enterprise sponsors.

In addition to the above scholarships, there are also 3 Recreation and Sports Association Sports Scholarships (\$3000pa) available.

SCHOLARSHIPS AVAILABLE TO FIRST YEAR STUDENTS

To be considered for the following undergraduate scholarships, applicants must be commencing study as first year, full-time undergraduate students in 1996.

1. Cooperative Education Scholarships

Value: \$9300 per annum for the duration of the undergraduate degree

Number available: dependent upon the number of sponsorships.

Cooperative Education Scholarships are sponsored by public and private enterprises and professional organisations and are generally offered for study in areas relevant to the sponsor. During the degree program, students will have significant periods of professional work experience with sponsors, in a field related to their academic course work and career aspiration. This is usually undertaken in the summer vacation. Applicants will be advised if there are any scholarships available for the degree programs they have nominated if successful in gaining an interview. The range offered each year is dependent upon the number and background of the sponsors.

2. Meritorious Scholarships

Value: \$4000 per annum for the duration of the undergraduate degree

Number available: 9 (one in each of the nine faculties)

3. Faculty Scholarships

Value: \$3000 per annum for the duration of the undergraduate degree

Number available: 17 (1 in the Faculty of Law and 2 in each other faculty)

4. Residential Scholarships

Value: \$6200 per annum for one year only

Number available: 3

These scholarships will fully cover the costs of the first year's accommodation at one of the following Halls of Residence: International House, Weerona College or Campus East.

5. Equity and Merit Scholarships

Value: \$2500 for one year only

Number available: 5

These scholarships will be awarded to students who might not otherwise have the opportunity to attend University.

6. Foundation Scholarships

Value: varies, up to \$10000 per annum

Number available: at least 5 in 1996

Each year there are scholarships supported by the University of Wollongong Foundation members. These members are individuals or corporations wishing to support a student in a particular area of study. The range of scholarships offered each year is dependent upon the number and background of the members. The amount of financial support and work experience component can vary from scholarship to scholarship.

The following conditions and selection procedures apply to the scholarships in categories 1 to 6:

Conditions:

- * applicants must be Australian citizens or permanent residents
- * applicants will be eligible to hold only one scholarship
- * continuation of the scholarship is subject to satisfactory academic performance
- * periods of work experience may be offered by sponsors (categories 1 and 6)

Criteria

specific criteria for individual scholarships is provided separately in the Undergraduate Scholarships Brochure.

Selection Process:

- * consideration of applications by a Selection Committee which will include appropriate university representation and scholarship sponsors (if applicable)
- * interview of short listed candidates during November/December 1995 (on campus)
- * scholarship offers following the selection process (before HSC results are published)
- * confirmation of the scholarship after notification of the final HSC results.

7. Other Scholarships Available to First Year Students:

National Australia Bank Recreation and Sports Association Scholarships

Value: \$3,000 for one year

Number available: 3

Scholarships are available to students who have demonstrated an outstanding potential in a sport that will benefit the University through attracting other students, promoting the University facilities, and encouraging staff and students to pursue a healthy lifestyle. Continuation of the scholarship may be considered for subsequent years.

Scholarships in Physics

Value: \$1100 for one year

Number available: 3

Scholarships are available to students who have completed the NSW HSC or equivalent in the year preceding enrolment and who enrol full-time in the Bachelor of Science degree undertaking to follow a double major program in Physics or enrolment in a Bachelor of Medical Physics Degree. The scholarships are awarded on the basis of performance in the NSW HSC, or equivalent, including high level of performance in Physics and Mathematics. A high performance in Chemistry may also be considered.

Scholarships in Materials Engineering

Scholarships are available to students enrolled full-time in the Bachelor of Engineering in Materials Engineering and who are permanent residents of Australia.

HOW TO APPLY

If you wish to be considered for any of these scholarships please complete the Undergraduate Scholarships Application Form enclosed in the Undergraduate Scholarships Brochure.

Both the application form and brochure should be available from secondary schools and TAFE Colleges in NSW and the ACT, and the University of Wollongong's Student Enquiries desk (Administration Building).

Application forms are available from mid July and the closing date for applications is generally late September.

OTHER SCHOLARSHIPS AVAILABLE TO COMMENCING STUDENTS - NOT REQUIRING APPLICATION

The Duncan Brown Aboriginal Assistance Grant

Value: \$200 per annum for one year only

Number available: 1

The grant is open to Aboriginal students at the University. The grant shall be made on the recommendation of the Special Assistance for Students Committee.

Gus Parish (Residential) Scholarship

Value: \$500 per annum for one year only

Number available: 4

This scholarship is awarded to a resident of International House on the basis of academic merit.

SCHOLARSHIPS AVAILABLE TO CONTINUING AND HONOURS YEAR STUDENTS

The University of Wollongong also offers a number of scholarships to continuing and honours students.

Examples include:

Faculty of Commerce

* **BHP Bachelor of Commerce Scholarship**

Value: \$3000 for one year, plus 10 weeks

paid summer vacation employment. Available to second year Bachelor of Commerce students.

- * **Illawarra Electricity Scholarship in Business Systems**
Value: \$3000 for one year, plus 10 weeks paid summer vacation employment. Available to second year Bachelor of Commerce students.
- * **Commonwealth Bank of Australia Scholarship**
Value: \$2000 for one year, available to third year Commerce Students
- * **Unilever Australia Ltd Commercial Scholarship**
Value: \$1500 for one year, available to Commerce/Accounting students

Faculty of Informatics

- * **Austin Keane Vacation Scholarship in Mathematics**
Two calendar months (during the long recess that begins at the end of the year in which the scholarship is made) study of an approved project in the Department of Mathematics.
- * **Austin Keane Vacation Scholarship in Computer Science**
Two calendar months (during the long recess that begins at the end of the year in which the scholarship is made) study of an approved project in the Department of Computer Science.
- * **The Richard Miller Scholarship**
Value: \$2000 for honours year, available to Computer Science students.

Other scholarships may also become available throughout the year.

For further information please contact:

UNDERGRADUATE SCHOLARSHIPS OFFICE

University of Wollongong
Northfields Avenue
Wollongong NSW 2522
Telephone: (042) 21 3142
Facsimile: (042) 21 4322

For specific enquiries relating to Cooperative Education and Foundation Scholarships, please phone: (042) 21 3455.

Student Exchange Scholarships

Scholarships are available each session to students participating in the University's Student Exchange Program. The Program offers Wollongong students the opportunity to study for one or two sessions at a number of reputable institutions in the USA, UK, France, Sweden and other European countries and to count that study towards their University of Wollongong degree. The Scholarships range in value up to \$5000 and are funded by the University of Wollongong and the Illawarra Technology Corporation.

Further information may be obtained from:

The Study Abroad Office
Telephone: (042) 21 4311
Overseas Student Scholarships

Undergraduate and postgraduate scholar-

ships are available to overseas students. Interested students should contact the nearest Australian Diplomatic Post.

POSTGRADUATE

AUSTRALIAN POSTGRADUATE AWARDS (APA)

A number of Australian Government Postgraduate Awards are available to students undertaking full-time postgraduate research at the University, leading to the degree of Honours Master and/or Doctorates.

Persons permanently domiciled in Australia, who are University graduates, or will graduate in the current academic year, are eligible for the awards.

Competition is strong. Honours 1 or equivalent results are at present essential for receipt of an offer of an APA With Stipend.

Awards are tenable for one year and, subject to satisfactory progress, may be renewed annually to provide a maximum tenure of two years in the case of a scholar registered for the degree of Honours Masters. In the case of a scholar registered for a Doctoral degree the award is tenable for up to a maximum of three years, but an extension for six months may be granted if special circumstances apply.

The stipend for research awards in 1995 was \$14,961 per annum - non taxable. There is also provision for a relocation allowance and thesis allowance.

Stipends and allowances are indexed.

The closing date for applications for both Awards is 31 October.

UNIVERSITY POSTGRADUATE AWARDS (UPA)

Each year the University provides a number of scholarships for full-time postgraduate study in any approved field of research.

These awards are available to graduates of Australian and overseas universities.

Applicants should hold, or expect to obtain, at least an upper division second class honours degree or its equivalent.

Awards are tenable for one year and, subject to satisfactory progress, may be renewed annually to provide a maximum tenure of two years in the case of a scholar registered for the degree of Honours Masters. In the case of a scholar registered for a Doctoral degree, the award is tenable for up to a maximum of three years.

Stipends and allowances for University Awards are as for the Australian Postgraduate Awards. The closing date for applications is 31 October.

APPLICATIONS AND ENQUIRIES

Application forms for postgraduate awards are available from the University and must be lodged with the Vice-Principal (Administration) by the specified date.

Further enquiries may be directed to the Research Office, Second Floor, Administration Building (telephone (042) 214323).

CONDITIONS OF UNIVERSITY POSTGRADUATE AWARDS

University Postgraduate Awards are tenable at the University for full-time study leading to an Honours Master's degree by research only or a Doctor of Philosophy degree.

DURATION OF AWARD

The maximum period for which an award may be held is determined by the degree in which the candidate is enrolled, as follows:

- a) a candidate for an Honours Master's degree by research may hold an award for a period not in excess of two years from the commencement of studies or until the date of submission of the thesis, whichever is earlier;
- b) a Doctoral degree candidate may hold an award for three years from commencement of studies or until the date of submission of the thesis, whichever is earlier.

RENEWAL

Awards are renewable annually on submission of a satisfactory progress report. Applications for renewal for a further six months beyond the normal three year tenure (in the case of Doctoral candidates only) will be treated as special cases.

PROGRESS REPORT

Scholars are required to submit a progress report before the end of each calendar year. A form on which the report is to be made is provided to students in September each year.

RECREATION LEAVE

Students are entitled to 20 days paid recreation leave a year calculated on a pro-rata basis. No more than 20 days recreation leave may be accumulated and leave must be taken during the tenure of the award. The supervisor's agreement must be obtained before leave is taken.

INTERRUPTION

If students are unable to pursue the degree they must notify the University which will arrange to have the award suspended. Students may apply for up to 12 months suspension during the tenure of the award. If the circumstances are beyond their control this may be extended to 2 years.

In exceptional circumstances only, students may apply for 12 months suspension to gain work experience in industry in an area directly relevant to their research.

RESTORATION

Before an award may be restored after a period of interruption the scholar will be required to show that he or she is in a position to resume full-time study. Where the interruption was due to illness a medical certificate must be produced. In all cases the student must satisfy the Vice-Principal (Administration) that he or she is able to resume full-time study.

OVERSEAS STUDY

Where a scholar is required to pursue studies abroad for a limited period in order to advance a research program, he/she may apply for permission to hold the award while overseas. The following requirements must generally be met:

- a) the period abroad will not exceed twelve months;
- b) adequate supervision of the scholar's research program abroad has been arranged by the University before departure;
- c) the scholar will remain enrolled at the University;
- d) the scholar will return to Australia to complete research program immediately following the completion of study abroad; and
- e) the period of overseas study will be credited towards the scholar's degree or research program at the University.

A scholar may apply for permission to hold a University Postgraduate Award concurrently with another award for overseas study.

FIELD WORK

Where a scholar is required to undertake field work or research away from the University, but in Australia, he/she should enquire from the supervisor concerning expenses.

EMPLOYMENT

Scholarship holders may undertake a strictly limited amount of part-time paid employment, with the approval of the institution, and provided it does not interfere with their study programs.

Scholarship holders are only permitted to work up to a maximum of 288 hours per year, or, 8 hours in any one week. Any exceptions to this must be approved by the Pro Vice-Chancellor (Research). Exceptions will normally only be addressed in a student's third year of study.

Scholarship holders who are on special scholarships of lower than DEET awards may be entitled to work additional pro rata hours as indicated below:

\$14,900 and above 8 hours per week
\$10,000 to \$14,899 12 hours per week
\$5,000 to \$9,999 17.5 hours per week
\$0 to \$4,999 at the discretion of the supervisor with approval from Head of Department and Pro Vice-Chancellor (Research).

TRANSFER

The scholarship is not transferable to another University.

SICK LEAVE

A student may have up to three months paid sick leave and up to three months paid maternity leave within the tenure of the award. The University may extend an award to compensate for periods longer than two weeks if a medical certificate is provided by the student.

BENEFITS

Stipend:

The 1995 University stipend was \$14,961 (non-taxable) and is indexed each year to match the Australian Postgraduate Award rate. Payment of stipend will be calculated from the date of commencement of study and will be paid fortnightly.

Relocation Allowances

A travel allowance of up to a maximum of economy or student concession airfare(s) for the scholar, spouse and dependents and removal expenses of up to \$410 per adult and \$205 per child with a maximum of \$1,175, may be paid for a scholar who is obliged to move residence from one Australian city to Wollongong in order to take up the award, on production of receipts.

Overseas students or Australian citizens who are resident overseas at the time of receipt of the award may be paid a travel allowance based on the single economy airfare from Perth to Sydney.

Thesis Allowance

A scholar may claim reimbursement for an amount of up to \$800 to assist with costs for a Doctor of Philosophy thesis and up to \$400 for an Honours Master's thesis. Stipends and allowances are indexed.

TERMINATION OF AWARDS

Awards may be terminated at the discretion of the University if progress is not satisfactory.

PRIZES

The following prizes are awarded to students of the University. Details of the conditions of the prizes are available from each Faculty Office.

GENERAL

Students in all Faculties are eligible for the following prizes:

The Aisling Society of Sydney Prize
Susan Owen Memorial Prize (for Aboriginal & Torres Strait Islander students)

FACULTY OF ARTS

Department of English

Aisling Society Prize
Des Davis Prize in Drama

Department of History and Politics

The Australian Institute of International Affairs Prize
The Australian Institute of Political Science Prize
The Jabinda Pty Ltd Prize in Australian History
The Mary Black Memorial Prize in History
The Mary Wade Memorial Prize

Department of Philosophy

The Finnish Society Prize in Philosophy

FACULTY OF COMMERCE

Faculty of Commerce Undergraduate Scholarships (2)
BHP Bachelor of Commerce Scholarship
Commonwealth Bank of Australia Scholarship
Illawarra Electricity Scholarship
National Australia Bank Scholarship
Unilever Australia Ltd Commerce Scholarship

Department of Accounting & Finance

Arthur Andersen Prize
Australian Society of Certified Practising Accountants Annual Prize No 1
Australian Society of Practising Accountants Annual Prize No 2
Australian Society of Certified Practising Accountants Annual Prize No 3
ATMA Prize for Management Accountancy
Coopers & Lybrand Chartered Accountants Prize for Advanced Auditing
KPMG Peat Marwick Chartered Accountants Prize for Business Finance I
Orestis Trikas Prize for Accountancy and Management

Department of Business Systems

Apple Award for Computer Applications
UNISYS Award for Business Systems Analysis

Department of Economics

BHP Industrial Relations Prize
The Eric Derra Young Industrial Relations Prize
The Hilda Kirby Prize
Industrial Relations Society of NSW Prize
IRIS/Steinke Prize

Department of Management

The AIM Prize in Management Studies
Australian Human Resource Institute of Australia Prize
Friends Prize for Management Studies
IRIS Research Prize in Marketing Research
Services Marketing Prize

FACULTY OF CREATIVE ARTS

Philip Larkin Prize

FACULTY OF ENGINEERING

The Institution of Engineers, Australia, Award*
Women Bursaries for each discipline

Department of Civil and Mining Engineering

Con Martin Memorial Prize awarded by The Australasian Institute of Mining and Metallurgy (Illawarra Branch)
The Western Mining Corporation Prizes for Mining Engineers (2 prizes)
Peter Schmidt Memorial Scholarship
Joint Coal Board Prizes (3 prizes)
Engineering Alumni Award – Civil and Mining Engineering
Steel Reinforcement Institute of Australia Prize
Australian Institute of Steel Construction Prize
The Engineering Alumni Award
The Association of Consulting Structural Engineers Prize
Elizabeth Tague Prize

Department of Mechanical Engineering

Engineering Alumni Award – Mechanical Engineering
Sam Marshall Prize for Mechanical Engineering
Control Automation Pty Ltd Prize
Engineering Services and Supplies Pty Ltd Prize
The Engineering Alumni Award
NEI John Thompson (Australia) Prize
BHP Steel Sheet & Coil Products Prize
BHP Steel Slab & Plate Products Prize
BHP Steel Slab & Plate Products Prize
Mechanical Engineering Oral Presentation Prize
Lego Dacta Award

* Also available to Electrical and Computer Engineering students.

Welding Technology Institute of Australia Award

Department of Materials Engineering

Engineering Alumni Award – Materials Engineering
The Australasian Institute of Mining and Metallurgy (Illawarra Branch) Materials Prize
Institute of Metals and Materials Australasia (Wollongong Branch) Prize (2 prizes)
The Engineering Alumni Award
BHP Steel Slab & Plate Products Division Materials Prize
Commonwealth Banking Corporation Materials Prize
BHP Steel, Colorbond Materials Prize
MM Metals Prizes (3 prizes)
CIBA-GEIGY Polymeric Prize
Materials Engineering Poster Prize
CRC Materials Welding & Joining Prize
H K Worner Prize

FACULTY OF HEALTH AND BEHAVIOURAL SCIENCES

Southern Pathology Quality Prize

Department of Nursing

The Mount Warrigal Retirement Village Limited Prize
The Vittal Bhandary Prize

Department of Psychology

The Australian Psychological Society Prize in Psychology

Department of Public Health and Nutrition

Healthy Cities Illawarra Prize for Public or Primary Health
Healthy Cities Illawarra Prize for Nutrition

FACULTY OF INFORMATICS

Department of Applied Statistics

The RA Fisher Prize
The William Sealy Gosset Prize
Statistical Society of Australia (NSW Branch) Prize

Department of Electrical and Computer Engineering

Institution of Electrical Engineers NSW International Centre Prize
Staff Prize for Final Year Thesis
The Electrical Supply Engineers' Association of New South Wales Award
First State Computer Pty Ltd Prize
The Institution of Electrical Engineers, UK, Award
The Institution of Engineers, Australia, Award
The Institution of Engineers, Australia, Electrical College Award
The Tycan Australia Pty Ltd Award
The Tyree Holdings Pty Ltd Award
Women in Engineering Bursaries

Department of Information & Communication Technology

Apple Computer Australia Prize for First Year Bachelor of Information & Communication Technology Students
Coopers & Lybrand Prize for Bachelor of Information Technology & Communication Students
State Bank Prize for Third Year Bachelor of Information & Communication Technology Students

Department of Mathematics

The Applied Probability Trust Prize for Second Year Mathematics
The Austin Keane Memorial Prize
The S A Senior Prize
Advance Bank Prize for Bachelor of Mathematics and Finance & Bachelor of Mathematics and Economics Candidates
Commonwealth Bank Prize for First Year Bachelor of Mathematics and Related Joint Degree Candidates
Arab Bank Australia Prize for First Year Bachelor of Mathematics and Finance Candidates
Arab Bank Australia Prize for First Year Bachelor of Mathematics and Economics Candidates
Arab Bank Australia Prize for Honours Year Bachelor of Mathematics and Finance Candidates
Arab Bank Australia Prize for Honours Year Bachelor of Mathematics and Economics Candidates

FACULTY OF LAW

Australian Securities Commission Prize for Law of Business Organisations
ATMA Prize for Taxation Law & Practice
The Bar Association of New South Wales Prize for Evidence
The Bar Association of New South Wales Prize for Remedies and Procedure
Butterworths Pty Ltd Law Publishers Prizes
The Phillips Fox Prize (Academic)
The Phillips Fox Prize (Achievement)

FACULTY OF SCIENCE

The Gina Savage Prize

Department of Biological Sciences

The Biology Prize

Department of Chemistry

The Incitec, G W Daniels Memorial Prize
The Peter Beckmann Memorial Prize
The Bert Halpern Prize in Chemistry
RACI (Royal Australian Chemical Institute) Student Prize

School of Geosciences

Geography

Illawarra Prize in First Year Geography
Illawarra Prize in Second Year Geography
Illawarra Prize in Third Year Geography
Illawarra Prize in Honours Year Geography
The SPOT Imaging Prize for Remote Sensing

The BHP Engineering Land Technologies Division Prize for Geographic Information Systems

Geology

The Australasian Institute of Mining and Metallurgy (Illawarra Branch) Geology Prize
The A J & I Waters Prize in Geology
The Foundation Prize in Geology
The Evan Phillips Prize in Geology
The CRAE Mapping Prize in Geology
The BHP Steel Collieries Prize in Coal Geology
The Geological Society of Australia (NSW Division) Prize in Geology
The CRAE Ore Deposits Prize
The Prospectors Supplies Pty Ltd Prize in Geology
The Ian R McDonald Prize in Geology
Merit Award in Geology

Department of Physics

The Australian Institute of Physics (NSW Branch) Prize in Physics
Staff Prize in First Year Physics
Staff Prize in Second Year Physics
Staff Prize in Third Year Physics
Staff Prize in Honours Year Physics

Environmental Science

Allan Sefton Memorial Prize

It is University practice to publish, from time to time in Campus News and in newspapers, the names of recipients of prizes, Deans' Merit Lists, honours grades, University Medals, scholarships and other awards for outstanding performance.

UNDERGRADUATE ADMISSION, ENROLMENT AND RE-ENROLMENT

ADMISSION

1. General Provisions

- (1) To be admitted to candidature for an undergraduate course leading to a degree or diploma of the University, a person shall :
 - (a) be eligible for admission to the University; and
 - (b) have lodged an application for admission to the University; and
 - (c) have satisfied any approved requirements, including pre-requisites, for the course; and
 - (d) have been selected for the course.
- (2) A candidate admitted to a course shall be subject to the University Course Rules.

2. Eligibility for Admission

- (1) A person who, at the New South Wales Higher School Certificate Examination, attains a level of achievement as determined from time to time by Council, shall be eligible for admission to the University, provided that the person has complied with the rules of the Examination relating to the presentation of subjects as determined by the New South Wales Board of Studies. Furthermore:
 - (a) the Examination subjects recognised for the purpose of determining eligibility for admission to the University shall be the Schedule of Subjects following these Rules;
 - (b) achievement in the Examination shall be measured by the aggregate of marks gained in the Examination and co-ordinated in an approved manner to provide a Tertiary Entrance Rank;
 - (c) marks shall be aggregated for ten units of subjects listed in the Schedule;
 - (d) for the purpose of calculation of the Tertiary Entrance Rank, no more than 2 units will be included from Category B subjects listed in the Schedule of Subjects following these Rules;
 - (e) should more than ten units of subjects listed in the Schedule

be presented, the ten units which result in the highest aggregate shall be counted; and

- (f) there shall be no restriction on the number of 4 Unit, 3 Unit, 2 Unit, 2 Unit General and 2 Unit Z subjects that may be included in the 10 units for the aggregate.
- (2) Alternatively, Council may grant eligibility for admission to the University to a person who has:
 - (a) submitted acceptable evidence of satisfactory achievement in the New South Wales Higher School Certificate from previous years, or the equivalent interstate; or
 - (b) obtained an acceptable level of achievement in the:
 - (i) University of Wollongong Aboriginal & Torres Strait Islander Entry Program, or
 - (ii) University of Wollongong Foundation Studies Course Examination, or
 - (iii) Tertiary Preparation Certificate at the New South Wales Technical and Further Education Commission;
 - (c) obtained an acceptable level of achievement in an approved secondary qualification from an overseas institution; or
 - (d) satisfactorily completed an acceptable course over a period of not less than the equivalent of two years of full-time study; or
 - (e) demonstrated reasonable prospects of success in university studies by:
 - (i) completion of the Special Tertiary Admissions Test (STAT) conducted by the University. Test candidates must be 21 years of age by 31 December in the year of testing and must not have a record of enrolment at a University or College of Advanced Education within 5 years of the year of testing;
 - (ii) completion of a limited HSC. Students who are at least 20 years of age by 1 March in the year attempting, at one sitting, from 5 to 9 units of Group A subjects of the NSW HSC may be considered for admission on the basis of an awarded notional Tertiary Entrance Rank; or

(iii) completion at the required standard of the University of Wollongong Gateway Program, or

(iv) other acceptable means.

3. Limitations

Council may limit:

- (a) the number of applicants to be granted admission under each or any of the provisions in Regulation 2; and
- (b) the number of places available in any undergraduate course or subject.

Application for Admission (except International Students)

All applications for admission must be lodged with the Universities Admissions Centre (UAC) by **30 September**. Applications will not be accepted after **30 September** unless accompanied by a \$60 late fee. UAC will not accept applications after **31 October**.

SCHEDULE OF BOARD DETERMINED SUBJECTS FOR THE NEW SOUTH WALES HIGHER SCHOOL CERTIFICATE EXAMINATION

Category A Subjects

Aboriginal Studies	Italian
Agriculture	Japanese
Ancient History	Korean
Arabic	Latin
Bahasa	Latin
Indonesian/Malaysian	Legal Studies
Biology	Life Management Studies
Business Studies	Lithuanian
Chemistry	Macedonian
Chinese	Mathematics
Classical Greek	Maths in Society
Computing Studies	Modern Greek
Contemporary English	Modern History
Croatian	Music
Czech	Music (AMEB)
Dance	Personal Development
Design & Technology	Health & Physical Education
Drama	Education
Dutch	Polish
Economics	Rural Technology
Engineering Science	Russian
English	Science
Estonian	Serbian
Food Technology	Sheep Husbandry & Wool Technology
French	Slovenian
General Science	Society & Culture
General Studies	Spanish
Geography	Studies of Religion
Geology	Textiles & Design
German	Turkish
Hebrew	Ukrainian
Home Science	Vietnamese
Hungarian	Visual Arts
Indonesian	
Industrial Technology	

Category B Subjects

Accounts Clerical	Mathematics in
Classical Ballet	Practice
Electronics	Science for Life
Technology	Travel
Industry Studies	

Distinction Courses

Comparative Literature
Cosmology
Philosophy

MATURE AGE ENTRY PROGRAM*

Those who are at least 21 years of age (for all courses except Law) by 31 December in the year preceding enrolment, have not previously been enrolled at a University or College of Advanced Education within the last 5 years and do not otherwise qualify for entry to university, may apply for admission through the Mature Age Entry Program. Entry through this program requires successful completion of the Special Tertiary Admissions Test (STAT) which is conducted on campus annually. The test is normally held in September and currently has a \$50 fee.

Those applying for Law through the Mature Age Entry Program must be at least 25 years of age by 31 January (in the year of enrolment) and, in addition to obtaining a certain standard in the STAT, may be required to attempt the Australian Law Schools Entrance Test (ALSET) which is also conducted on campus.

The STAT is designed to assess a range of competencies commonly considered important for success in tertiary study. It is a two-hour multiple-choice test designed to test the applicant's ability to comprehend, interpret, analyse and make inferences from a variety of material provided. The test questions are grouped in units based on stimulus material presented in a variety of forms, for example: passages of writing; graphical displays of information; diagrams. Any specific information required to answer the questions is contained in the stimulus material.

Those intending to apply for admission to a course which has a mathematics or mathematics/science pre-requisite will need to sit for a test which contains a 50 per cent component of questions based on mathematics/science material.

PRE-REQUISITES

Intending applicants should note that formal NSW Higher School Certificate or equivalent pre-requisites exist for some degree courses and some 100-level (First Year) subjects offered by the University, and that admission to the University does not automatically mean admission to particular subjects. In this regard, attention is drawn to the following tables and the notes, which appear below the tables.

Intending Engineering students should particularly take notice of 'Note 1'.

The following courses have NSW Higher School Certificate or equivalent pre-requisites:

Course Pre-requisites

English

Contemporary English 60/100 or 2 unit
General English 53/100 or 2 unit English
50/100 or 3 unit English.

The English pre-requisite applies to the following courses:

- Bachelor of Arts
- Bachelor of Arts (Health Science, Psychology)¹
- Bachelor of Arts - Bachelor of Laws
- Bachelor of Arts (Japanese)
- Bachelor of Commerce
- Bachelor of Arts (Italian) - Bachelor of Commerce
- Bachelor of Arts (French) - Bachelor of Commerce
- Bachelor of Commerce
- Bachelor of Commerce - Bachelor of Laws
- Bachelor of Creative Arts - Bachelor of Laws
- Bachelor of Teaching (Early Childhood)
- Bachelor of Teaching/Education (Primary)
- Bachelor of Education (Physical & Health)
- Bachelor of Nursing¹
- Bachelor of Information Technology and Communication (Business Systems)
- Bachelor of Information Technology and Communication (Business Systems) - Bachelor of Laws
- Bachelor of Science (Health, Biomedical, Human Movement Science, Psychology)¹

Mathematics

2 unit Mathematics 72/100 or 3 unit
Mathematics 33/50 or 4 unit Mathematics

The Mathematics pre-requisite applies to the following courses:

- Bachelor of Engineering (except Telecommunication)
- Bachelor of Mathematics

English and Mathematics

English and Mathematics pre-requisite as outlined above.

The English and Mathematics pre-requisite apply to the following courses:

- Bachelor of Arts-Bachelor of Engineering
- Bachelor of Computer Science
- Bachelor of Computer Science - Bachelor of Education
- Bachelor of Computer Science - Bachelor of Laws
- Bachelor of Engineering (Computer, Electrical & Telecommunications Specialisations)

- Bachelor of Information Technology & Communication (Computer Science & Telecommunications Specialisations)
- Bachelor of Information Technology and Communication (Computer Science & Telecommunications Specialisations)
- Bachelor of Laws
- Bachelor of Mathematics - Bachelor of Laws

English and Mathematics

2 unit General English 60/100 or 2 unit
English 50/100 or 3 unit English.

3 unit Mathematics 36/50 or 4 unit
Mathematics.

- Bachelor of Computer Science - Bachelor of Science
- Bachelor of Mathematical Sciences
- Bachelor of Mathematics & Economics
- Bachelor of Mathematics & Finance
- Bachelor of Mathematics - Bachelor of Computer Science
- Bachelor of Mathematics - Bachelor of Engineering (Electrical)
- Bachelor of Science - Bachelor of Engineering (Electrical)

Science/Mathematics

4 units of Science or 4 units of Mathematics or a combination of 4 units of Science and Mathematics. The Science/Mathematics pre-requisite applies to the following courses:

- Bachelor of Science¹ (Biological Sciences, Chemistry, Earth Science, Geography, Geology, Physics)

(Geography can be counted as satisfying the Science pre-requisite. 2 unit General Science, 2 unit Science for Life, 2 unit Mathematics in Society and Mathematics in Practice do not satisfy the Science/Mathematics pre-requisite.)

Science/Mathematics and English

Science/Mathematics pre-requisite as outlined above and the English pre-requisite as outlined above. The Science/Mathematics and English pre-requisite applies to the following courses:

- Bachelor of Biotechnology¹
- Bachelor of Science/Bachelor of Arts (STS)¹
- Bachelor of Science-Bachelor of Laws
- Bachelor of Science (Nutrition)¹
- Bachelor of Environmental Science¹
- Bachelor of Medical Physics

Chemistry, Science/Mathematics

4 units of Science (including 2 unit Chemistry) or 2 unit Mathematics and 2 unit Chemistry. The Chemistry, Science/Mathematics pre-requisite applies to the following course:

- Bachelor of Medicinal Chemistry

TER of at least 90.00; and 3 unit Mathematics 33/50 or 4 unit Mathematics; and 2 units each of any two of the Science disciplines, or 4 unit Science applies to the course:

- Bachelor of Science (Honours) (Advanced Program).

¹ This pre-requisite does not apply to students with a TER above 85.00.

* Under review.

Subject Pre-requisites and Assumed Knowledge

Many subjects offered have either English and/or Mathematics and/or Science pre-requisites at the standard indicated above. A list of subjects which require NSW HSC pre-requisites is available from the University on request.

Applicants must have these pre-requisites before they can enrol in the subjects specified.

Notes

- 1. The assumed knowledge for Mathematics IA is 3 unit Mathematics at the NSW HSC examination.
- 2. Success in first year Chemistry normally requires a HSC background of 3 or 4 unit Mathematics, or 2 unit Mathematics (HSC mark 57/100), as well as at least one 2 unit Science subject (HSC mark 57/100) or equivalent.
- 3. The assumed knowledge for first year Biology and Physics is at least one 2 unit Science subject at NSW HSC level or equivalent.
- 4. The Departments of Biology and Chemistry offer bridging courses for intending first-year students who have not achieved the required standard.

ENROLMENT AND RE-ENROLMENT

REFER TO THE RELEVANT SECTIONS OF THIS CALENDAR FOR FULL DETAILS OF COURSE RULES AND INFORMATION REGARDING REFUND OF FEES

ENROLMENT INSTRUCTIONS:

- a. Check the subject number and pre-requisites from the relevant section of this Calendar.
- b. Before submitting the enrolment form you must consult an Academic Adviser from the appropriate Academic Unit. The form must be signed by the Academic and, if necessary by the Head of the Academic Unit. (see below)
- c. Sign the enrolment form at the bottom.
- d. Hand the enrolment form in at the Student Enquiries Office. The Variation of Enrolment is effective from the date the form is received at the Student Enquiries Office.
- e. Check your print-out to ensure that all details are correct.

First Enrolments

Persons whose applications for admission are successful will be required to complete their enrolment at a specified time before the start of the relevant session. Charges must be paid on the day specified.

Final Date for Completion of Enrolment

No enrolments will be accepted from new students after the end of the second week of the relevant session, except with the recommendation of the relevant Dean and the express approval of the Deputy Vice-Chancellor.

Deferment of Enrolment

All eligible students who are made an offer may defer for up to 3 years, providing that when applying to take up the place the student is not under exclusion from another tertiary institution.

Applications for deferment must be received by the closing date for acceptance of offers as indicated on the offer card.

Re-enrolments

Re-enrolments will not be accepted after the 16 February, except with the approval of the relevant Dean and the Deputy Vice-Chancellor.

No student is considered to have completed enrolment/re-enrolment until all fees and charges have been paid.

Enrolment Record

Following enrolment or re-enrolment, students will receive an Enrolment Record. This is a list of subjects in which a student is officially enrolled. Students should carefully check the Enrolment Record to ensure that it accurately reflects the subjects they are attempting. A new Enrolment Record will be sent to students at the beginning of each session.

However, students should note that the listing of their subjects on the Enrolment Record does not imply that their enrolment is accepted. Enrolment is always subject to the University's rules and policies, and students may be withdrawn from subjects at any time that they contravene such rules or policies.

It is the student's responsibility to ensure that they are correctly enrolled.

Variation of Enrolments

Students wishing to vary their enrolment must apply on the appropriate form, obtainable from the Student Enquiries Office. Consultation with an academic adviser is also required.

Students should refer to the relevant Course Rules regarding variation of enrolment.

The variation of enrolment dates are as listed in the table below:

1996 DATES FOR VARIATION OF ENROLMENT

SUBJECTS	HECS refunded /International Student Fees credited if subject withdrawn BY:	Subject deleted from record if withdrawn BY:	Fail Grade recorded if subject withdrawn ON / AFTER:	Add subject with Academic Adviser signature <u>only</u> approval BY:	Add subject with Academic Adviser & Head of Dept signature BY:	No addition of subjects ON / AFTER:
AUTUMN SESSION	31 March	26 April	26 April	8 March	22 March	25 March
ANNUAL SESSION Code A: double session subject offered in autumn and the following spring session. Code B: double session subject offered in spring session and the following summer session.	31 March (full refund)	26 July (Code A)	29 July (Code A)	8 March (Code A)	22 March (Code A)	25 March (Code A)
	31 August (spring session only)	13 December (Code B)	16 December (Code B)	26 July (Code B)	9 August (Code A)	12 August (Code B)
SPRING SESSION	31 August	6 September	9 September	26 July	9 August	12 August
SUMMER SESSION 96/97	18 December	5 January 1997	6 January 1997	6 December	13 December	16 December

Variation of Course Registration

Students who are currently enrolled at the University and who wish to vary their course registration must submit an "Application to Vary Course Registration" by the appropriate deadline.

Students whose applications to vary course registration are successful will be required to ensure that they are correctly enrolled in the new course.

Resumption of Courses

Students who have been granted leave of absence in any year must contact the Vice-Principal (Administration) by 2 January of the following year, for information on re-enrolment procedures.

All other students seeking to resume their studies after an absence of twelve months or more are required to submit an "Application for Admission" in the same manner as is required of new applicants.

Students re-enrolling in this way will normally be required to satisfy conditions pertaining to the course at the time of re-enrolment. This condition applies also to students who have been re-admitted to a course after exclusion under the regulations restricting re-enrolment of students.

Non Award Subject Enrolments

A person wishing to enrol in non award subjects (ie subjects not to be counted towards an award) may be considered provided the Head of the Academic Unit offering the subject considers it will be of benefit to the student and there are facilities available. To be eligible for admission as non-award students, applicants must meet the University's normal entrance requirements. Applications for subject enrolments are not considered until after all undergraduate and postgraduate degree/diploma/associate diploma students have enrolled. Results of applications for admission will not be advised until the first week of lectures. Only in exceptional cases will subjects taken this way count towards an award. Where a student is under exclusion he/she may not be enrolled in subjects unless given approval by the Academic Senate.

Applicants permitted to enrol in non award subjects are required to pay non award student fees. The other compulsory student charges also apply (refer section on student charges.) All non-award student charges and compulsory student charges must be paid at the time of enrolment.

Application forms may be obtained from the Student Enquiries Office, Ground Floor, Administration Building. Application forms should be received by the Vice-Principal (Administration) by 26 January 1995.

Leave of Absence

Approval may be granted for a candidate for a pass degree/diploma/associate diploma to take leave of absence for one calendar year provided that the candidate has been enrolled for a year and an application is made in writing to the Vice-

Principal (Administration) before the end of the fourth week of Autumn session of that year.

Approval may be granted for a candidate for an honours degree to take leave of absence for one or two of the Autumn and Spring sessions provided that an application is made in writing to the Vice-Principal (Administration) before the end of the fourth week of the first such session for which the leave is sought, and provided that the application is for a substantial medical, compassionate or other reason.

Leave of absence will not be granted to any student required to 'show cause' under Minimum Rate of Progress Rules until he/she has shown cause to the satisfaction of the University Council.

Enrolment at Other Tertiary Institutions

Students wishing to enrol at another tertiary institution, either concurrently or otherwise, and who wish to have subjects successfully completed at that institution counted towards their courses at the University of Wollongong must gain the prior approval of the University Council (refer Advanced Standing Rules).

Applications for such enrolment must be made in writing to the Vice-Principal (Administration) no later than 8 January in the year in which enrolment at another tertiary institution is proposed. Applications must contain full details of the course(s), including a photocopy of the Handbook entry for the course(s), for which approval is being sought.

Enrolment in Programs Exceeding Credit Point Limits

Students wishing to enrol in a program which:

- (a) in the first Autumn session and the first Spring session of registration for an undergraduate course leading to an award other than the degree of Bachelor of Laws, which has a value that exceeds:
 - (A) 48 credit points for the Autumn session and the Spring session combined;
 - (B) 24 credit points for Autumn session;
 - (C) 24 credit points for Spring session;
- (b) in the subsequent sessions of registration for an undergraduate course leading to an award other than the degree of Bachelor of Laws, which has a value that exceeds either:
 - (i) (A) 52 credit points for the Autumn session and the Spring session combined;
 - (B) 30 credit points for Autumn session;
 - (C) 30 credit points for Spring session;
 - (D) 14 credit points for Summer session, or
 - (ii) exceeds a prescribed program for:
 - (A) a year by more than 4 credit points;
 - (B) Autumn session by more than 6 credit points;

- (C) Spring session by more than 6 credit points;
- (D) Summer session by more than 2 credit points,

- (c) in any session of registration for a course leading to the award of the degree of Bachelor of Laws either alone or as part of an approved double course, has a value that exceeds:
 - (A) 32 credit points for any Autumn or Spring session;
 - (B) 14 credit points for Summer session,
- (d) in any session of registration for a postgraduate course which either:
 - (i) has a value that exceeds:
 - (A) 54 credit points for the Autumn session and the Spring session combined;
 - (B) 30 credit points for Autumn session;
 - (C) 30 credit points for Spring session;
 - (D) 14 credit points for Summer session, or
 - (ii) exceeds a prescribed program for:
 - (A) a year by more than 4 credit points;
 - (B) Autumn session by more than 6 credit points;
 - (C) Spring session by more than 6 credit points;
 - (D) Summer session by more than 2 credit points.

may apply for approval on the appropriate form which is available from the Student Enquiries Office.

The student's previous academic record will be taken into consideration when assessing an application to exceed credit point limits. Approval will not normally be granted for programs with a value exceeding 60 credit points unless the applicant has an outstanding academic record.

Normally, students in their first year of enrolment will not be granted permission to exceed 52 credit points (or equivalent).

ENROLMENT OF NON-COMMERCE STUDENTS IN COMMERCE SUBJECTS

FACULTY OF COMMERCE POLICY

Non-Commerce students with a TER equivalent to the cut-off point for Commerce or higher have no restrictions on the number of Commerce subjects they may take.

Non-Commerce students with a TER between 65⁺ and the Commerce cut-off point are not permitted to enrol in Commerce subjects totalling more than half their annual or sessional credit points.

Non-Commerce students with a TER less than 65* are not permitted to be enrolled in any Commerce subjects.

In addition to the above restrictions non-Commerce students may not enrol in subjects in the Faculty after week two in the Autumn session, irrespective of whether they want to enrol in Autumn or Spring sessions. They may, however, with the normal approval, substitute one Commerce subject for another.

Naturally, bona fide new enrolments at mid-year may enrol at the commencement of the Spring session if places are available.

In addition to the Faculty restrictions listed above, some Departments will find it necessary to limit non-Commerce enrolments in individual Commerce subjects.

Applications, available from the Student Enquiries Office, from non-Commerce students to enrol in additional Commerce subjects, subsequent to enrolment day, are to be referred to the Dean or Sub-Dean. Such an application will only be approved if the student presents evidence that the application is acceptable to the lecturer in charge of the subject, and that the enrolment is consistent with the guidelines above.

Re-enrolment

Non-Commerce students are not permitted to enrol in Commerce subjects totalling more than half their sessional or annual credit points except with the approval of the Dean or Sub-Dean of Commerce. Exceptions will only be considered to accommodate students wishing to do additional 200/300-level subjects towards a major in an approved Commerce discipline. Applications for this purpose are available from the Student Enquiries Office.

Note:

The marks referred to above are the TER marks plus the equivalent of 5 TER marks where applicable.

AWARDS WITH MERIT

CRITERIA FOR THE AWARD OF BCOM DEGREE WITH MERIT*

Refer Course Rule 213(7)

To be eligible for the award of a Bachelor of Commerce Degree with Merit a candidate must:

* Based on 1995 cutoffs

* In the Faculty of Commerce, work at other Universities or Colleges of Advanced Education, for which advanced standing towards the course in the Faculty of Commerce has been granted, shall be considered in awarding degrees with merit or diplomas with distinction, subject to the approval of the Dean, in conjunction with relevant Academic Units.

1. have no F's, PC's or PT's provided that this rule may be waived by the Faculty of Commerce Examination Committee in exceptional circumstances on the recommendation of the Head(s) of the Academic Unit(s) in which the student would otherwise qualify for the award of a degree with merit;
2. have passed at credit level or better 75% of the credit points associated with the 200 - and 300 - level subjects in the specialisation schedule;
3. have passed at credit level or above 50% of the credit points per the 300-level subjects in the relevant specialisation schedule.

3(a) Accountancy

and must have passed at credit level or better at least one of the following:

ACCY302 Financial Accounting III
ACCY312 Management Accounting III.

3(b) Business Systems Analysis

and must have passed at credit level or better at least 12 credit points of 300-level Business Systems Analysis subjects.

3(c) Economics

and must have passed at credit level or better at least 50 per cent 300-level Economics subject.

3(d) Industrial Relations

and must have passed at credit level or better at least one of the following 300-level subjects:

ECON340 Comparative Studies in Industrial Relations
ECON308 Labour Economics
ECON348 Employers and Industrial Relations
LAW332 Labour Relations Law

3(e) Legal Studies

and must have passed at credit level or better at least 2 of the following:

LAW210 Contract Law
LAW302 Law of Business Organisations
LAW330 Law of Employment
LAW332 Labour Relations Law

3(f) Management

and must have passed at credit level or better at least one of the following 300-level subjects:

MGMT314 Organisation Planning and Strategy
MGMT315 Marketing Management

3(g) Marketing

and must have passed at credit level or better at least one of the following 300-level marketing subjects:

MGMT344 Marketing Planning and Strategy
MGMT315 Marketing Management.

3(h) Combined Specialisations

To be eligible for the award of Bachelor of Commerce degree with Merit a candidate undertaking a combined specialisation must satisfy the criteria for award of the degree with Merit for one of the specialisations contained in that combined specialisation by satisfying the criteria of the appropriate clause, 3(a) to 3(e).

ADVANCED STANDING

Students enrolling for courses may seek advanced standing on the basis of tertiary studies completed prior to their enrolment at the University of Wollongong. Studies undertaken at other universities, colleges of advanced education and TAFE may be considered for advanced standing.

Applications for advanced standing must be accompanied by full documentation of previous studies, viz photocopies of the relevant pages from the Handbook/Calendar of the institution concerned and a certified transcript of results.

For details of the regulations governing Advanced Standing refer to the Course Rules (012).

For the complete summary of Advanced Standing allowable refer to Attachment E of the Course Rules.

A. ADVANCED STANDING ON THE BASIS OF TAFE QUALIFICATIONS

1. BACHELOR OF ARTS

(i) TAFE Qualification: Associate Diploma of Social Science (Welfare Work)

Specified Credit:			Based on:	
SOC 103 & 104	Sociology 1A & 1B	12 credit points	8694AB	Welfare Theory II
			8694AC	Welfare Theory III
			8694NS	Sociology & Welfare
PSYC111	Psychology 1A	6 credit points	8694GS	Introduction to Human Behaviour
			8694LS	Individual Developments
PSYC112	Psychology 1B	6 credit points	8694HB	Welfare Practice Interviewing II
			8694Q	Maladaptive Behaviour
PSYC242	Social Psychology	6 credit points	8694MS	Individual and Society
SOC 231	A Practical Introduction to Social Research	8 credit points	8694SS	Social Research
			8694US	Social Issues Project
			8694R	Community Work II
Unspecified Credit:				
		2 credit points	100 level	
		8 credit points	200 level	

Comments:

A pass in the elective subject Q8694 Maladaptive Behaviour must have been achieved in order to obtain specified credit for PSYC112 Psychology 1B.

(ii) TAFE: Qualification: Advanced Certificate in Welfare

Specified Credit:			Based on:	
SOC 103 & 104	Sociology 1A & 1B	12 credit points	8598C	Welfare Studies I
			8598G	Welfare Studies II
			8598K	Welfare Studies III
PSYC111	Psychology 1A	6 credit points	8598BS	Introduction to Human Behaviour
			8598FS	Psychology I
PSYC112	Psychology 1B	6 credit points	8598QS	Psychology II
			8598YB	Welfare Practice Interviewing II
Unspecified Credit:				
		6 credit points	100 level	

Comments:

A pass in the elective subject 8598YB Interviewing II must have been obtained in order to be eligible for specified credit for PSYC112 Psychology 1B. A maximum of 24 credit points of specified credit therefore applies to those not having completed 8598YB Interviewing I

2. BACHELOR OF COMMERCE

(i) TAFE Qualification: Associate Diploma of Business (Accounting)

Specified Credit:		
ACCY101	Accounting 1	12 credit points
LAW 100	Law in Society	6 credit points
LAW 210	Contract Law	6 credit points
MGMT110	Introduction to Management	6 credit points
BUSS110	Introductory Business Computing A	6 credit points
Unspecified Credit:		
		6 credit points
		6 credit points

100 level
200 level

(ii) TAFE Qualification: Associate Diploma of Business (Management)**Specified Credit:**

MGMT110	Introduction to Management	6 credit points
MGMT213	Introduction to Marketing	6 credit points
BUSS110	Introductory Business Computing A	6 credit points
LAW100	Law in Society	6 credit points
ECON140	Industrial Relations B: Wage Determination in Australia	6 credit points

Unspecified Credit:

12 credit points	100 level
6 credit points	200 level

Comments:

Students having completed the subject 8767B Capital Project Analysis with a result of B or over will be exempted from ACCY221 Business Finance I and students having completed the subject 8727G Operations Management will be exempted from MGMT216 Operations Management. They will also be deemed to have satisfied the requirements for pre-requisites. Note that an exemption means that you do not receive credit points.

The advanced standing listed above is a normal pattern but may vary depending on the particular subjects completed by students at TAFE.

(iii) TAFE Qualification: Associate Diploma of Business (Commercial Data Processing)**Specified Credit:**

BUSS111	Introductory Business Computing B	6 credit points
BUSS110	Introductory Business Computing A	6 credit points
BUSS211	Business Computing Systems I	6 credit points
BUSS214	Structured Business Programming I	6 credit points
BUSS215	Structured Business Programming II	6 credit points

Unspecified Credit:

12 credit points	100 level
6 credit points	200 level

(iv) TAFE Qualification: Associate Diploma of Business (Microcomputer Systems)**Specified Credit:**

BUSS111	Introductory Business Computing B	6 credit points
BUSS110	Introductory Business Computing A	6 credit points
BUSS211	Business Computing Systems I	6 credit points

Unspecified Credit:

18 credit point	100 level
12 credit points	200 level

(v) TAFE Qualification: Advanced Certificate in Computer Data Processing**Specified Credit:**

BUSS111	Introductory Business Computing B	6 credit points
MGMT102	Communications	6 credit points
BUSS214	Structured Business Programming I	6 credit points
BUSS215	Structured Business Programming II	6 credit points

(vi) TAFE Qualification: Associate Diploma of Applied Science (Hospitality Management)**Specified Credit:**

MGMT110	Introduction to Management	6 credit points	Based On 0780F	Hospitality Communication I
MGMT102	Communications	6 credit points		
MGMT213	Introduction to Marketing	6 credit points		

Unspecified Credit:

30 credit points	100 level
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Comments:

A waiver of the requirement to satisfactorily complete ACCY101 Accounting I will be granted if the subjects Financial Management and Management Accounting have both been completed with an A grade pass (i.e. exemption type C under Rule 003 (kk) of the University of Wollongong Course Rules). A waiver of the requirement to satisfactorily complete LAW160 Law in Society will be granted if the subjects

Hotel Law I and Hotel Law II have both been passed (i.e. exemption type C under Rule 003 (kk) of the University of Wollongong Course Rules). The number of unspecified credit points which can be used towards the Bachelor of Commerce will depend on the specialisation taken and whether the requirements for ACCY101 and LAW160 are waived.

(vii) TAFE Qualification: Associate Diploma in Business (Travel and Tourism)

Specified Credit:

MGMT110	Introduction to Management	6 credit points
MGMT102	Communications	6 credit points
MGMT213	Introduction to Marketing	6 credit points
MGMT217	Consumer Behaviour	6 credit points

Unspecified Credit:

24 credit points 100 level

Comments:

A waiver of the requirement to satisfactorily complete LAW160 Law in Society will be granted (i.e. exemption type C under Rule 003 (kk) of the University of Wollongong Course Rules).

(viii) TAFE Qualifications: **Advanced Certificate in Personnel Management**
Advanced Certificate in Safety and Occupational Health Management
Advanced Certificate in Industrial Relations
Advanced Certificate in Training and Development

Specified Credit:

MGMT110	Introduction to Management	6 credit points
MGMT102	Communications	6 credit points
ECON140	Wage Determination in Australia	6 credit points

Unspecified Credit:

6 credit points 100 level

(ix) TAFE Qualification: Advanced Certificate in Commerce

Specified Credit:

LAW 100	Law in Society	6 credit points
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Unspecified Credit:

6 credit points 100 level

(x) TAFE Qualification: Advanced Certificate in Banking and Finance

Specified Credit:

LAW 100	Law in Society	6 credit points
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Unspecified Credit:

6 credit points 100 level

Other Comments:

A waiver of some of the requirements for completion of ACCY101 Accounting I will be granted.

(xi) TAFE Qualification: Advanced Certificate in Marketing Management

Specified Credit:

MGMT102	Communications	6 credit points
MGMT213	Introduction to Marketing	6 credit points
MGMT217	Consumer Behaviour	6 credit points

Unspecified Credit:

6 credit points 100 level

(xii) TAFE Qualification: Advanced Certificate in Computer Programming

Specified Credit:

BUSS111	Introductory Business Computing B	6 credit points
MGMT102	Communications	6 credit points
BUSS214	Structured Business Programming I	6 credit points
BUSS215	Structured Business Programming II	6 credit points

3. BACHELOR OF COMPUTER SCIENCE**(i) TAFE Qualification: Associate Diploma of Business (Commercial Data Processing)**

Comments: *Schedule 1 applies to those who took Pascal as the computer programming option.*
Schedule 2 applies to those who did not take Pascal as the computer programming option.

SCHEDULE 1**Specified Credit:**

CSCI100	Computer Studies	6 credit points
CSCI111	Computer Science 1A	6 credit points
CSCI223	Business Data Processing	6 credit points

Unspecified Credit:

24 credit points	100 level
6 credit points	200 level

OR**SCHEDULE 2****Specified Credit:**

CSCI100	Computing Studies	6 credit points
CSCI223	Business Data Processing	6 credit points

Unspecified Credit:

30 credit points	100 level
6 credit points	200 level

(ii) TAFE Qualification: Associate Diploma of Business (Microcomputer Systems)

Comments: *Schedule 1 applies to those who took Pascal as the computer programming option.*
Schedule 2 applies to those who did not take Pascal as the computer programming option.

SCHEDULE 1**Specified Credit:**

CSCI100	Computing Studies	6 credit points
CSCI111	Computer Science 1A	6 credit points

Unspecified Credit:

24 credit points	100 level
12 credit points	200 level

OR**SCHEDULE 2****Specified Credit:**

CSCI100	Computing Studies	6 credit points
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Unspecified Credit:

30 credit points	100 level
12 credit points	200 level

(iii) TAFE Qualification: Advanced Certificate in Computer Programming

Comments: *Schedule 1 applies to those who took Pascal as the computer programming option.*
Schedule 2 applies to those who did not take Pascal as the computer programming option.

SCHEDULE 1**Specified Credit:**

CSCI100	Computer Studies	6 credit points
CSCI111	Computer Science 1A	6 credit points
CSCI223	Business Data Processing	6 credit points

Unspecified Credit:

12 credit points	100 level
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OR**SCHEDULE 2****Specified Credit:**

CSCI100	Computing Studies	6 credit points
CSCI223	Business Data Processing	6 credit points

Unspecified Credit:

12 credit points	100 level
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4. BACHELOR OF CREATIVE ARTS

(i) TAFE Qualifications: Associate Diploma of Arts (Fine Arts)
Associate Diploma of Arts (Ceramics)
Associate Diploma of Arts (Visual Arts)

Specified Credit:

CREA101	History of Arts 1	6 credit points	100 level
VIS121	Visual Arts Theory 1	6 credit points	100 level
VIS101	Drawing A	3 credit points	100 level
VIS102	Drawing B	3 credit points	100 level
VIS103	Studio Arts Practice A	6 credit points	100 level
VIS104	Studio Arts Practice B	6 credit points	100 level

Unspecified Credit:

18 credit points 100 level

Comments:

Applicants gaining admission to a Bachelor of Creative Arts on the basis of a TAFE Associate Diploma will normally be entitled to enter the second year of this course, providing that the applicant is continuing in the same field of study.

(ii) TAFE Qualification: Associate Diploma of Arts (Music)

Specified Credit:

MUS101	Analysis and Repertoire Studies I	6 credit points
MUS102	Musicianship Studies I	6 credit points
CREA101	History of Arts 1	6 credit points

Unspecified Credit:

30 credit points 100 level

(iii) TAFE Qualification: Diploma of Arts

Specified Credit:

CREA101	History of Arts 1	6 credit points
VIS121	Visual Arts Theory	6 credit points
VIS101	Drawing A	3 credit points
VIS102	Drawing B	3 credit points
VIS103	Studio Arts Practice A	6 credit points
VIS104	Studio Arts Practice B	6 credit points
VIS201	Drawing C	3 credit points
VIS202	Drawing D	3 credit points

Unspecified Credit:

18 credit points 100 level
12 credit points 200 level

Comments:

Applicants gaining admission to the BCA on the basis of this qualification are normally entitled to enter the second year of this course provided that they continue in the same field of study.

5. BACHELOR OF ENGINEERING (CIVIL)

TAFE Qualifications: Associate Diploma of Engineering (Civil Engineering)
Associate Diploma of Engineering (Structural Engineering)

Specified Credit:

CHEM103	Chemistry for Engineers	6 credit points
CIVL194	Civil Engineering - An Introduction	3 credit points
ENGG101	Engineering Management 1	3 credit points
ENGG111	Engineering Computing	3 credit points
ENGG112	Engineering Drawing and Graphics	3 credit points
ENGG121	Statics	3 credit points
ENGG122	Dynamics	3 credit points
ENGG131	Engineering Materials	3 credit points
ENGG141	Engineering Design	3 credit points
PHYS143	Physics for Engineers	6 credit points

200-300 level specified credit

12 credit points

Comments:

The 12 credit points of specified credit at 200/300 level will depend in each individual circumstance on the electives taken at TAFE.

6. BACHELOR OF ENGINEERING (COMPUTER)**TAFE Qualification: Associate Diploma of Engineering (Electrical Engineering)****Specified Credit:**

CSCI111	Computer Science 1A	6 credit points	(see note 1)
ELEC101	Electrical Engineering 1	6 credit points	
ELEC170	Concepts in Engineering	3 credit points	
ELEC201	Circuit Theory 1	4 credit points	(see note 2)
ELEC251	Laboratory 2A	3 credit points	(see note 3)
ELEC252	Laboratory 2B	3 credit points	(see note 4)
MECH123	Engineering Drawing & Graphics	3 credit points	
PHYS141	Fundamentals of Physics A	6 credit points	

Comments:

- Note 1:** *exempt if a clear pass in 2840AC Engineering Software 1.*
- Note 2:** *exempt if a clear pass in either:
2840BA Circuit Analysis 2 or 2840BP Power Circuit Principles.*
- Note 3:** *exempt if a clear pass in either:
2840BC Computer Principles and 2840BA Circuit Analysis 2
or
2840BC Computer Principles and 2840BP Power Circuit Principles*
- Note 4:** *exempt if a clear pass in either:
2840BN Electronics 2B and 2840BA Circuit Analysis 2
or
2840BN Electronics 2B and 2840BP Power Circuit Principles*

7. BACHELOR OF ENGINEERING (ELECTRICAL)**TAFE Qualification: Associate Diploma of Engineering (Electrical Engineering)****Specified Credit:**

CIVL254	Strength of Materials	4 credit points	
CSCI111	Computer Science 1A	6 credit points	(see note 1)
ELEC101	Electrical Engineering 1	6 credit points	
ELEC170	Concepts in Engineering	3 credit points	
ELEC201	Circuit Theory I	4 credit points	(see note 2)
ELEC251	Laboratory 2A	3 credit points	(see note 3)
ELEC252	Laboratory 2B	3 credit points	(see note 4)
MATL206	Materials for Engineers B	4 credit points	(see note 5)
MECH123	Engineering Drawing & Graphics	3 credit points	
PHYS141	Fundamentals of Physics A	6 credit points	

Comments:

- Note 1:** *exempt if a clear pass in 2840AC Engineering Software 1.*
- Note 2:** *exempt if a clear pass in either:
2840BA Circuit Analysis 2, or 2840BP Power Circuit Principles.*
- Note 3:** *exempt if a clear pass in either:
2840BC Computer Principles and 2840BA Circuit Analysis 2
or
2840BC Computer Principles and 2840BP Power Circuit Principles*
- Note 4:** *exempt if a clear pass in either:
2840BN Electronics 2B and 2840BA Circuit Analysis 2
or
2840BN Electronics 2B and 2840BP Power Circuit Principles*
- Note 5:** *exempt if a clear pass in 1191 Engineering Materials (Electrical).*

8. BACHELOR OF ENGINEERING (MATERIALS)**TAFE Qualification: Associate Diploma of Applied Science (Metals Technology)****Specified Credit:**

CHEM103	Chemistry for Engineers	6 credit points	
ENGG101	Engineering Management 1	3 credit points	
ENGG111	Engineering Computing	3 credit points	
ENGG112	Engineering Drawing and Graphics	3 credit points	
ENGG121	Statics	3 credit points	
ENGG122	Dynamics	3 credit points	
ENGG131	Engineering Materials 1	3 credit points	
ENGG141	Engineering Design	3 credit points	
MATL100	Structure of Materials 1	3 credit points	
MATL200	Structure of Materials 2	4 credit points	
MATL204	Structure of Materials 3	4 credit points	
MATL211	Mechanical Behaviour 1	4 credit points	
MATL291	Materials Laboratory 1	4 credit points	
PHYS143	Physics for Engineers	6 credit points	

9. BACHELOR OF ENGINEERING (MECHANICAL)

TAFE Qualification: Associate Diploma of Engineering (Mechanical Engineering)

Specified Credit:

CHEM103	Chemistry for Engineers	6 credit points
ENGG101	Engineering Management 1	3 credit points
ENGG111	Engineering Computing	3 credit points
ENGG112	Engineering Drawing and Graphics	3 credit points
ENGG121	Statics	3 credit points
ENGG122	Dynamics	3 credit points
ENGG131	Engineering Materials 1	3 credit points
ENGG141	Engineering Design	3 credit points
ENGG201	Engineering Management 2	4 credit points
MECH151	Engineering Instrumentation	3 credit points
MECH201	Mechanics of Solids 1	4 credit points
MECH202	Engineering Materials 2	4 credit points
PHYS143	Physics for Engineers	6 credit points

10. BACHELOR OF ENGINEERING (MINING)

(i) TAFE Qualification: Certificate in Mining

Specified Credit:

CHEM103	Chemistry for Engineers	6 credit points
ENGG141	Engineering Design	3 credit points
ENGG121	Statics	3 credit points
ENGG122	Dynamics	3 credit points
CIVL271	Surveying 1	3 credit points
ENGG101	Engineering Management 1	3 credit points
MINE194	Mining Engineering - An Introduction	3 credit points

(ii) TAFE Qualification: Associate Diploma in Coal Mining

Specified Credit:

CHEM103	Chemistry for Engineers	6 credit points
ENGG141	Engineering Design	3 credit points
ENGG121	Statics	3 credit points
ENGG122	Dynamics	3 credit points
ENGG112	Engineering Drawing and Graphics	3 credit points
CIVL271	Surveying 1	3 credit points
ENGG101	Engineering Management 1	3 credit points
ENGG102	Engineering Management 2	3 credit points
MINE194	Mining Engineering - An Introduction	3 credit points
PHYS143	Physics for Engineers	6 credit points
MINE369	Underground Coal Mining and Petroleum Engineering Methods	4 credit points
Electives	Two 4 credit point electives	8 credit points

Comments

Those who hold the Under Manager's Certificate of Competency in addition to the Associate Diploma in Coal Mining may, depending on experience, be granted 12 credit points of specified credit at 200- to 400- level, in addition to the 48 credit points outlined above. Those who hold the Coal Mines Manager's Certificate of Competency in addition to the Associate Diploma in Coal Mining may, depending on experience, be granted 24 credit points of specified credit at 200- to 400- level in addition to the 48 credit points outlined above.

11. BACHELOR OF ENGINEERING (TELECOMMUNICATIONS)

TAFE Qualification: Associate Diploma of Engineering (Electrical)

Specified Credit:

CSCI111	Computer Science 1A	6 credit points	(see note 1)
ELEC101	Electrical Engineering 1	6 credit points	
ELEC170	Concepts in Engineering	3 credit points	
ELEC201	Circuit Theory 1	4 credit points	(see note 2)
ELEC251	Laboratory 2A	3 credit points	(see note 3)
ELEC252	Laboratory 2B	3 credit points	(see note 4)
MECH123	Engineering Drawing & Graphics	3 credit points	
PHYS141	Fundamentals of Physics A	6 credit points	

Comments: Schedule 1 applies to those who took Pascal as the computer programming option.
Schedule 2 applies to those who did not take Pascal as the computer programming option.

SCHEDULE 1**Specified Credit:**

CSCI100	Computing Studies	6 credit points
CSCI111	Computer Science 1A	6 credit points
CSCI223	Business Data Processing	6 credit points

Unspecified Credit:

6 credit points 100 level

OR**SCHEDULE 2****Specified Credit:**

CSCI100	Computing Studies	6 credit points
CSCI223	Business Data Processing	6 credit points

Unspecified Credit:

12 credit points 100 level

13. BACHELOR OF SCIENCE**(i) TAFE Qualification: Associate Diploma of Applied Science (Food Technology)****Specified Credit:**

BIOL 103	General Biology A	6 credit points
CHEM101	Chemistry 1A: Introductory General and Physical Chemistry	6 credit points
CHEM102	Chemistry 1B: Introductory Physical and Organic Chemistry	6 credit points
BIOL213	Basic Biochemistry	6 credit points
CHEM215	Food Chemistry	6 credit points

Based On:

1391E	Food Biology
6123H	Food Microbiology
6123B	Food Chemistry 1
6123C	Food Laboratory Techniques
6123F	Food Chemistry A
6123B	Food Chemistry 1
6123G	Chemistry 2B
6123L	Food Chemistry 3
6123G	Food Chemistry 2B
6123L	Food Chemistry 3
6123M	Food Chemistry 4
6123M	Food Chemistry 4
6123R	Food Additives & Legislation
6123K	Food Processing III

Unspecified Credit:

18 credit points 100 level

(ii) TAFE Qualification: Associate Diploma of Applied Science (Biological Techniques)**Specified Credit:**

BIOL103	General Biology A	6 credit points
BIOL104	General Biology B	6 credit points
CHEM101	Chemistry 1A: Introductory Physical and General Chemistry	6 credit points
BIOL213	Basic Biochemistry	6 credit points
BIOL240	Organisms and Their Life Cycles	6 credit points
BIOL241	Taxonomy	6 credit points

Based On:

6338A	Life Science
6338GA	Anatomy & Physiology 1
6338GB	Anatomy & Physiology 2
6337C	Plant & Animal Biology
6338A	Life Science
6338GA	Anatomy & Physiology 1
6338GB	Anatomy & Physiology 2
6337C	Plant & Animal Biology
1191R	Chemistry
6338HA	Biochemistry 1
1 6338DA	Lab Instrumentation 1
1191R	Chemistry
6338HA	Biochemistry 1
6338DA	Lab Instrumentation 1
6337H	Biological Environment
6337MA	Zoology
6337MB	Botany
6337MF	Ecological Techniques
6337H	Biological Environment
6337MA	Zoology
6337MB	Botany
6337MF	Ecological Techniques

Unspecified Credit:

12 credit points 100 level

(iii) TAFE Qualification: Associate Diploma of Health Science (Pathology Techniques)

Specified Credit:			Based On:	
BIOL103	General Biology A	6 credit points	6338A 6338GA 6338GB 6337C 1191R 96338HA 6338DA 1191R 6338HA 6338HB 6338DA 6338MA	Life Science Anatomy & Physiology 1 Anatomy & Physiology 2 Plant & Animal Biology Chemistry Biochemistry 1 Laboratory Instrumentation 1 Chemistry Biochemistry 1 Biochemistry 2 Laboratory Instrumentation 1 Clinical Biochemistry Techniques 1
CHEM101	Chemistry 1A: Introductory Physical and General Chemistry	6 credit points		
BIOL213	Basic Biochemistry	6 credit points		
Unspecified Credit:		100 level	30 credit points	

(iv) TAFE Qualification: Associate Diploma of Applied Science (Chemical Technology)

Specified Credit:			Based On:	
CHEM101	Chemistry 1A	6 credit points	6120B	Laboratory Techniques
CHEM102	Chemistry 1B	6 credit points	6120C	Chemistry
			6120E	Analytic Chemistry 1
CHEM212	Organic Chemistry II	6 credit points	6120J	Organic Chemistry
CHEM214	Analytical Chemistry II	6 credit points	6120E	Analytic Chemistry I
			6120H	Analytic Chemistry II
CHEM314	Analytical Chemistry III	8 credit points	6120M	Analytic Chemistry III
			6120M	Analytic Chemistry III
			6120N	Advanced Instrumentation
Unspecified Credit:		16 credit points	100 level	

Comments:

Those completing the TAFE Associate Diploma in Chemical Technology with Distinction will be eligible to receive 6 credit points of the 100 level unspecified credit outlined above to 6 credit points of unspecified credit at 200-level.

14. BACHELOR OF SCIENCE (NUTRITION)**(i) TAFE Qualification: Advanced Certificate in Home Economics**

Specified Credit			Based On:	
PHN 203	Contemporary Human Nutrition	6 credit points	1648D 1676J	Nutrition Community Nutrition
Unspecified Credit:		12 credit points	100 level	

Comments:

Students will be granted appropriate computer literacy standards based on satisfactory completion of the subject 1676SE Computer Skills.

(ii) TAFE Qualification: Certificate in Dietary Practices

Specified Credit:			Based On:	
PHN 203	Contemporary Human Nutrition	6 credit points	1648D 1649B 1649D 1649E 1649F 1649H 1649J	Nutrition Nutrition, Kilojoule Control Nutrition, Diabetic Nutrition, Childhood Nutrition, Advancing Years Nutrition, Vegetarian Nutrition, Heart Disease
Unspecified Credit:		12 credit points	100 level	

B.
ADVANCED STANDING (OTHER THAN FOR TAFE QUALIFICATIONS)

1.
BACHELOR OF COMMERCE

(i) Qualification: Diploma of Computer Programming

Obtained From: Computer Power Training Institute

Specified Credit:

AICA111	Introductory Business Computing	6 credit points
	A	
AICA214	Structured Business Programming	6 credit points
	I	

Unspecified Credit:

6 credit points	100 level
6 credit points	200 level

(ii) Qualification: Certificate in Business Computing

Obtained From: Informatics Institute

Specified Credit:

100 level	6 credit points
200 level	6 credit points

2.
BACHELOR OF COMPUTER SCIENCE

Qualification: Australian Computer Society Examination

Obtained from: Australian Computer Society

Specified Credit:

NIL

Unspecified Credit:

100 level	42 credit points
200 level	6 credit points
300 level	0 credit points

Total	48 credit points
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Total Credit Points (specified and unspecified):

100 level	42 credit points
200 level	6 credit points
300 level	0 credit points

Total	48 credit points
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POSTGRADUATE ADMISSION ENROLMENT AND RE-ENROLMENT

ADMISSION

Application forms for admission are obtainable from the Student Enquiries Office, Ground Floor, Administration Building.

Applicants seeking admission to any postgraduate course are advised to contact the Head of the appropriate Department/School to discuss research interests, course availability, suitability of qualifications held, the availability of facilities for research in particular areas and the subjects on offer, as appropriate.

Applications for admission close on 31 October. However, late applications will be considered if places are available.

ENROLMENT

No enrolment will be accepted from new students after the end of the second week of Autumn session or the end of the second week of Spring session, except with the express approval of the Vice-Principal (Administration) or the Manager, Academic and Student Services and the Head of the appropriate Department/School.

RE-ENROLMENT

Re-enrolment forms will be sent to re-enrolling students at the end of the year with instructions concerning the next year's re-enrolment procedure.

Re-enrolment will not be accepted after 18 February 1996 except with the approval of the appropriate Dean and the Deputy Vice-Chancellor.

Students who have completed the final examinations, but have a thesis or project still outstanding are required to enrol and pay any compulsory charges. However, when the student submits the thesis for examination before the end of the fourth week of Autumn session, he/she will receive a refund of the student charges on the same basis as if he/she had notified the University of withdrawal from the course.

VARIATION OF ENROLMENTS

Students wishing to vary their enrolments must apply at the Student Enquiries Office. Consultation with the Head of the appropriate Department/School is also required.

Where a variation involving enrolment in a new subject is submitted after the second week of Autumn session (in the case of Autumn session and annual subjects) or after the second week of Spring session (in the case of Spring session subjects) the approval must be obtained from the Head of the

Department/School offering the new subject.

To avoid having withdrawn subjects shown on their academic records students intending to withdraw from Autumn and Spring single session subjects should do so no later than the eighth week from the beginning of the appropriate session, while students intending to withdraw from double session subjects should do so no later than the first week of Spring session.

NON-AWARD SUBJECT ENROLMENTS

A person wishing to enrol in non-award postgraduate subjects (i.e. subjects not to be counted towards a degree or diploma) may be considered provided the Head of the appropriate Department/School considers it will be of benefit to the student and there are facilities available.

To be eligible to enrol as non-award students in postgraduate subjects, applicants must meet the entrance requirements for the degrees or diplomas from which the subjects are selected. Applications for non-award subject enrolments are not considered until the enrolments in the relevant postgraduate courses have been finalised.

Application forms can be obtained by written application to the Vice-Principal (Administration) or from the Student Enquiries Office, Ground Floor, Administration Building. Application forms should be received by the Vice-Principal (Administration) by 31 January in the year in which enrolment is desired.

OFF CAMPUS DELIVERY (OCD)

The University of Wollongong offers postgraduate education to professionals throughout Australia and internationally. Using flexible learning materials for delivery, it is designed for those who, due to restrictions of time or location, find it difficult to undertake postgraduate courses on campus.

These specialised postgraduate courses have been designed to meet the needs of professionals and graduates wishing to update their education and training. It is intended that the courses will assist graduates and those presently in professional roles to improve their prospects and opportunities while updating skills, gaining new knowledge and maintaining professional qualifications.

Courses are available via:

- Packaged resource materials supported "on line" by specialist academic coordinators. Resource materials usually comprise a video component with on line support provided by fax, phone, email and videoconference;
- On-site courses at the University Centre in Clarence Street Sydney;
- PAGE (Professional & Graduate Education) Consortium via SBS TV;
- Internationally, through a combination of distance materials and direct academic support;
- Tailored programs delivered on-site to institutions, government agencies and companies. Programs of this nature are tailored for specific needs, providing an appropriate mix of professional courses and award courses, and a mix of on-campus or off-campus workshops.

All the programs offered are accredited and lead directly to, or articulate with, a recognised postgraduate award. Entrants to the courses normally hold a Bachelor degree together with relevant work experience. In special circumstances an applicant holding other acceptable academic or professional qualifications and relevant work experience may be admitted.

Full fees are charged for most courses offered through off-campus delivery.

The following courses are currently on offer;

Award Courses

- Health Policy & Management
 - Master of Science (Health Policy & Management)
 - Graduate Diploma in Science (Health Policy & Management)
 - Graduate Certificate in Health Policy & Management
- Mental Health
 - Master of Science (Mental Health)
 - Graduate Diploma in Science (Mental Health)
 - Graduate Certificate in Mental Health
- Public Health Research Methods
 - Graduate Certificate in Public Health Research Methods
- Cognitive Neuroscience
 - Graduate Certificate in Cognitive Neuroscience
- Journalism
 - Master of Arts (Journalism)
 - Graduate Diploma in Arts (Journalism)
- Language Education
 - Graduate Certificate in Language Education (TESOL)
 - Graduate Certificate in Language Education (Literacy)
- Management
 - Graduate Certificate in Management
 - Graduate Diploma in Commerce (Management)
- Telecommunications Engineering
 - Graduate Certificate in Telecommunications Engineering
- Multicultural Studies
 - Graduate Certificate in Migration & Development
- Total Quality Management
 - Graduate Diploma in Total Quality Management
 - Graduate Certificate in Total Quality Management
- Textual Studies, Media & Linguistics
 - Graduate Certificate in Textual Studies, Media & Linguistics

Non-Award Courses

- Business Systems
 - Electronic Data Interchange
- Materials, Welding & Joining
 - Behaviour of Metals During Welding
 - Introduction to Welding & Joining Processes
 - Arc Welding Processes

All of the above courses, both award and non-award, may be taken as professional courses without the need to complete examination and assignment requirements. Credit towards degrees for courses undertaken will, however, only be given if

assignment and examination requirements have been met.

For further course details and information, please contact:

University of Wollongong
Office of Postgraduate & Continuing Education
Northfields Avenue
WOLLONGONG NSW 2522

Telephone: (042) 21 3201
Facsimile: (042) 21 4880
E-mail: postgrad@uow.edu.au

WOLLONGONG DISTANCE EDUCATION PROGRAM

All of the programs offered by the WDEP are accredited and lead directly to, or articulate with, a recognised postgraduate award. Entrants to the courses normally hold a Bachelor degree together with relevant work experience. In special circumstances an applicant holding other acceptable academic or professional qualifications and relevant work experience may be admitted.

Each subject consists of packaged resource materials and is supported by specialist academic co-ordinators. Most programs comprise a television component with video tapes posted directly to students.

INTERNATIONAL OFFICE*

INTERNATIONAL STUDENTS

Application procedures

Prospective students should address all enquiries and completed application forms to: The Director, International Office, University of Wollongong, Northfields Avenue, Wollongong NSW 2522, Australia. Telephone: + 61 42 213218; Fax: + 61 42 213233; e-mail: International.Office@uow.edu.au

International students must enrol in a full-time program of study.

English language requirements

All applicants will be required to produce evidence of proficiency in the English language. Minimum scores in one of the standard language tests are normally required. Results are valid for two years from the date of testing.

- International English Language Testing Service (IELTS)

IELTS overall band score of 6 or above for all academic courses, *except those listed below*; writing and reading bands to be 6 or above; listening and speaking to be 5 or above.

IELTS overall band score of 7 or above for Law; no individual band score below 6

IELTS overall band score of 7 or above for postgraduate courses in Education; no individual band score below 6.5

IELTS overall band score of 6.5 for undergraduate courses in Education and clinical courses such as Nursing and Clinical Psychology courses; no individual band score below 6.

- TOEFL score of 550 (600 for Law and postgraduate courses in Education; 575 for undergraduate courses in Education, Nursing and Clinical Psychology)

- New South Wales HSC English 2 Unit (50/100); 2 Unit General (53/100); 2 Unit Contemporary English (60/100).

- Wollongong English Language Centre test upon completion of course - A or B result required.

The requirements may be waived for those persons having a university degree or equivalent qualification at an institution whose teaching language is English. Applicants must provide certification to this effect.

* International Students should also refer to the Student Charges Section of this Calendar.

Applicants should provide proof of English proficiency with their application for admission otherwise the University will require applicants to undertake one of the above tests prior to admission. The University reserves the right to increase the standard as set out above in individual cases.

The University of Wollongong offers 'English Language Intensive Courses for Overseas Students' through the Wollongong English Language Centre on campus. These courses provide the opportunity to acquire a sound knowledge of English for a variety of purposes, including academic English for entry to university.

International Student Adviser

Support and assistance is available to help international students with difficulties they might face in adapting to life in a foreign culture. If students are having difficulties it is important that they seek advice. International students often seek assistance with settling in, homesickness, bad news from home or emotional stress which may arise from the pressures of study or problems at home. The International Student Adviser can provide advice on a wide range of welfare problems or difficulties with government departments. The office also coordinates the International Friendship Program to facilitate links between students and the local community.

POLICY ON FEES REFUNDS FOR INTERNATIONAL STUDENTS

This policy applies to both commencing and re-enrolling students. All requests for a refund must be submitted on the appropriate application form to the International Office and must be accompanied by official documentary evidence of the grounds for the request. Refunds will only be paid to the applicant and will only be made in the student's home country by Australian Dollar draft.

1 Total Refund

A total refund will *only* be granted under the following circumstances:

- 1.1 An offer of a place is withdrawn by the University of Wollongong. (Unless the offer was made on the basis of incorrect or incomplete information being supplied by the applicant. In which case, 90% of the fee for one semester will be refunded).
- 1.2 The University of Wollongong is unable to provide the course for which an offer has been made.
- 1.3 The student is not permitted to enrol or re-enrol at the University of Wollongong, because of failure to meet the degree/diploma regulations or failure to meet the terms of a conditional offer.
- 1.4 The applicant is unable to obtain a visa from the Australian Diplomatic Post.

Applications for a total refund under the above grounds (with the exception of 1.4) must be lodged prior to the commencement of the session for which the offer is made.

2 Partial Refund

2.1 Grounds

A partial refund of tuition fees will only be granted under the following circumstances:

- 2.1.1 The student is unable to commence or continue to study due to death or illness.
- 2.1.2 The Vice-Principal of the University, or delegated person, after consideration of the application and documentation determines that exceptional circumstances apply.

2.2 Refund Amount

- 2.2.1 If a request for a refund is given to the University **four or more weeks before the commencement of Autumn or Spring Session or two or more weeks before the commencement of Summer Session** and the reason for the refund is one of those listed above, or has been given special consideration, then the student will receive a refund of fees paid for that session, minus a 10% administrative charge.
- 2.2.2 If a request for a refund is given to the University **less than four weeks before the commencement of Autumn or Spring Session or less than two teaching weeks before the commencement of Summer Session** and the reason for the refund is one of those listed above, or has been given special consideration, then the student will receive a refund of fees paid for that session, minus 50% (including a 10% administrative charge).
- 2.2.3 If a request for a refund is given to the University **within the first four teaching weeks of Autumn or Spring Session or within the first two teaching weeks after the commencement of Summer Session** and the reason for the refund is one of those listed above, or has been given special consideration, then the student will receive a refund of fees paid for that session, minus 50% (including a 10% administrative charge).
- 2.2.4 If a student withdraws from the course for whatever reason **after the fourth teaching week in the Autumn or Spring Session course**, or

after the second teaching week of the Summer Session course the student will not be eligible for a refund of any of the course fee.

3 Permanent Resident Status

- 3.1 If a student can provide evidence of having been granted permanent resident status before the start of session, a refund of that session's fees will be granted. This evidence must be provided before the start of session.
- 3.2 If a student receives notification of their permanent resident status on or after the first day of session, no refund will be made for that session.
- 3.3 Official notification from the Department of Immigration will be accepted as documentary evidence and the date shown thereon will apply.

INFORMATION LITERACY

Since 1989, all undergraduate students commencing courses or varying course registration have been required to satisfy information literacy standards before graduation. Information literacy encompasses the ability to locate, evaluate and use information effectively. Competency in both computing and library skills must be demonstrated to meet the information literacy requirements.

Library Skills

The library skills component must be completed before the end of the first year of study. To satisfy requirements, successful completion of one of the following is required:

- pre-university entrance program conducted by Library staff (i.e. instruction included in WELC, Gateway, Foundation Studies programs); or
- 'Library Survival Skills Program'; or
- 'Self Paced Library Workbook'; or
- curriculum-based library skills session organised by a lecturer or course co-ordinator in association with Library staff. A list of compliant subjects will be posted in the Library at the start of each session; or
- ARTS101 - Analysis, Research and Technical Skills in the Arts.

Computing Skills

To meet requirements of the Information Literacy, Computing Skills component, students must satisfy one of the following:

- apply for exemption if they have satisfactorily completed a computing subject at an approved institution or have verified work experience. Students should complete an exemption form available from the Student Enquiries Office; or
- complete an Information (computer) Literacy test in conjunction with the completion of a short course. The course will cover the basics of using a computer and introduce students to word processing using a standard Word Processing software package. Classes are available on either Macintosh or IBM compatible computers. Students can book into a course, organised by Information Technology Services (ITS) on a cost-recovery basis, by contacting Reception at ITS, Building 15, or telephoning either (042) 21 3816 or 21 3850; or
- successfully complete one of the following subjects* (or those approved for previous years of student's enrolment):
- more specific requirements for degrees offered by the Faculty of Science are set out in the preamble to the Science schedule; or

Faculty of Arts

ARTS101	Analysis, Research and Technical Skills in the Arts
FREN103	Introductory French
FREN104	French IA Language
FREN105	French IB Language
FREN107	Introductory French
FREN203	French IIA Language
FREN204	French IIB Language
FREN205	French IIC Language
FREN206	French IID Language
FREN207	Language for Musicians II
FREN303	French IIIA Language
FREN304	French IIIB Language
FREN305	French IIIC Language
FREN306	French IIID Language
HIST121	Dispossessed, Diggers and Democrats Australia 1788-1888
IACT101	Introduction to Information and Communication Technology
ITAL303	Italian IIIA Language
ITAL304	Italian IIIB Language
JAPA103	Japanese IA Language
JAPA104	Japanese IB Language
JAPA105	Japanese IC Language
JAPA106	Japanese ID Language
JAPA107	Japanese IE Language
JAPA110	Introduction to Modern Japan
JAPA203	Japanese IIA Language
JAPA204	Japanese IIB Language
JAPA205	Japanese IIC Language
JAPA210	Japanese Literature A
JAPA303	Japanese IIIA Language
JAPA304	Japanese IIIB Language
JAPA305	Japanese IIIC Language
JAPA306	Japanese IIID
JAPA310	Japanese Media A
JAPA312	Japanese Economics
SOC231	Introduction to Research in Sociology
SOC306	Sociological Research: Methodology and Practice

Faculty of Commerce

ACCY101	Accounting I
ACCY190	Accounting I
ACCY201	Financial Accounting IIB
ACCY202	Financial Accounting IIA
ACCY211	Management Accounting II
ACCY212	Accounting for Marketing Decisions
ACCY221	Business Finance I
ACCY231	Information Systems in Accounting
ACCY302	Financial Accounting III
ACCY312	Management Accounting III
ACCY322	Business Finance II
ACCY332	Advanced Information Systems in Accounting
ACCY335	Business Systems Analysis and Design
ACCY336	Decision Support Systems
ACCY342	Advanced Auditing
ACCY424	Corporate Financial Information Analysis
ACCY433	Studies in Information Systems in Accounting
BUSS***	All Business Systems subjects
ECON121	Quantitative Methods I
ECON122	Quantitative Methods II
ECON221	Econometrics
ECON228	Quantitative Analysis for Decision Making
ECON230	Quantitative Analysis for Decision Making II
ECON317	Economics of Health Care
ECON318	Economics of Health Care - A
ECON327	Advanced Econometrics
ECON328	Applied Econometric Modelling
MGMT214	Capital Markets

MGMT319 Marketing Research

Faculty of Creative Arts

CREA201	History of Arts 2
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Faculty of Education

EDUM112	Information Technology in Education
EDUM407	Information Technology in Education
EDUT421	Inquiry and Evaluation Education

Faculty of Engineering

CIVL295	Engineering Computing
CIVL327	Statistical and Numerical Methods
CIVL391	Computer Applications
CIVL414	Structural Design 3
CIVL456	Structures 3
CIVL491	Computer Applications
CIVL492	Computer Applications 2
EENG420	Modelling in Environmental Engineering
ENGG111	Engineering Computing
MECH264	Mechanical Engineering Applications of Computers 1
MINE401	Thesis

Faculty of Health and Behavioural Sciences

BMS211	Qualitative Biomechanics
BMS341	Quantitative Biomechanics
BMS214	Exercise, Behaviour and Health
BMS345	Clinical Physiology
PHN203	Contemporary Human Nutrition
PHN301	Nutrients and Metabolism
PSYC232	Research Methods and Statistics
NURS122	Professional Studies

Faculty of Informatics

CSCI***	All Computing Science subjects
ELEC193	Introduction to Digital Computation
ELEC232	Computers 2A
ELEC251	Laboratory 2A
ELEC295	Computer Engineering 2A
ELEC298	Computer Engineering 2B
ELEC352	Laboratory 3A
INFC401	Mathematics and Finance Honours Project
MATH111	Applied Mathematical Modelling
MATH314	Computer Modelling of Beach and Ocean Systems
MATH321	Numerical Analysis III
STAT131	Statistics 1: Modelling Variation & Uncertainty
STAT231	Statistics IIA
STAT232	Statistics IIB
STAT252	Statistics for the Natural Sciences
STAT383	Statistics for Engineers
STAT332	Multiple Regression and Time Series
STAT333	Statistical Inference and Multivariate Analysis
STAT335	Experimental Design and Multivariate Analysis
STAT354	Design and Analysis
STAT401	Statistics IV (Honours)

Faculty of Law

LLB390	Computer Skills
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* Subject to variation

Faculty of Science

BIOL360	Concepts and Techniques in Modern Biology
GEOG207	Environmental Hazards
GEOG208	Climate Process and Change
GEOG209	Remote Sensing of the Environment
GEOG261	Environmental Impact of Societies
GEOG312	Australian Biota - History and Distribution
GEOL303	Lithospeneric Processes and Products
GEOL305	Basin Resources
GEOL306	Mineral Exploration
PHYS132	Physics for the Environmental and Life Sciences B
PHYS235	Mechanics and Thermodynamics

* Subjects correct at time of printing.

Further details will be provided with your
enrolment information.

CODES OF PRACTICE

The following Codes of Practice are contained in this section:

1. **Assessment**
2. **Research**
3. **Students**
4. **Supervision**
5. **Teaching**

CODE OF PRACTICE - ASSESSMENT

1 RESPONSIBILITIES

Heads of Academic Units

- 1.1 Heads of academic units have general responsibility for assessment of students enrolled in course-work subjects offered at both undergraduate and postgraduate levels.
- 1.2 According to the provisions of Course Rule 010 **Assessment**, the Head shall determine:
 - (a) the methods for assessing the performance of students in such subjects; and
 - (b) the standards of achievement required for the approved grades of performance.
- 1.3 In complying with this Rule, the Head of an academic unit will be advised by the Assessment Committee which comprises all academic staff of the unit.

Academic Staff

- 1.4 Academic staff carry out assessment under the authority of the Head of the relevant academic unit. The Head of a unit has responsibility to consult with academic staff to ensure that:
 - (a) they are familiar with the University policy and with this Code;
 - (b) their assessment methods and practices comply with University policy and provisions of this code;
 - (c) no later than the end of the first week of formal class contact, information about the methods and practices of assessment that they will use for a subject offered by the unit, will be available to all students enrolled in that subject;
 - (d) they carry out the assessment fairly, objectively and consistently across the candidature for the subject;
 - (e) group activities are assessed only by means which will allow the real contribution of each member of the group to be determined; and

- (f) they are available to students after marked material has been returned and, unless otherwise approved, after final results have been released, to provide appropriate, helpful and explanatory feedback on performance.

- 1.5 For subjects in which the assessment methods and practices are finalised after consultation with the enrolled students, the date by which the details are to be finalised should be stated in the Subject Information Sheet. Additionally, upon finalisation of the details, a written copy of those details shall be made available to all enrolled students.

Students

- 1.6 Students have responsibility to:
 - (a) comply with instructions issued as part of an assessment process;
 - (b) comply with provisions of the document "Acknowledgment Practice" and other advice provided by relevant academic units relating to practices for acknowledging the work of others; and
 - (c) submit for assessment only that work which is their own individual and unassisted work, excepting as otherwise permitted.

2 INFORMATION PROVIDED TO STUDENTS

- 2.1 By the end of the first week of formal contact for each subject, the Subject Information Sheet shall be provided to every student attending scheduled classes and shall be available to other enrolled students. The Subject Information Sheet must at least include information about:
 - (a) the methods of assessment to be used for the subject, except as provided for in Section 1.5;
 - (b) the weight of each component of assessment in determining the final result;
 - (c) whether there are components of the assessment which must be completed at a specified level of achievement for the subject to be completed satisfactorily;
 - (d) whether contributions to tutorial or seminar discussions will be taken into account and how such contribution will be assessed;
 - (e) details of material to be submitted, and whether assessment of that material will contribute to the final assessment;

- (f) the due dates for submission of such material and penalties which may be applied for late submission;
- (g) the required length, format and any other relevant details of the material to be submitted;
- (h) details of the procedures for submitting the material and for return after assessment; and
- (i) whether the marks gained in part or all of the assessment will be modified or scaled in any way before the final mark is determined and, if so, what the system of modification or scaling will be and how it will be applied.

Cover Sheets

- 2.2 It is recommended that:
 - (a) academic units provide students with cover sheets to accompany any submitted work; and
 - (b) the sheet should have two tear-off sections, one to provide a receipt for the student upon submission of the work to which the cover sheet is attached, and the other to provide a receipt for the unit upon return of the marked work to the student; but
 - (c) should an academic unit prefer an alternative system for recording the submission and return of work, it is essential that the system:
 - (i) provides safeguards against claims of non-submission and non-return; and
 - (ii) is set out in detail in the Subject Information Sheet, together with information relating to resolution of grievances that may arise from operation of the system.

3 PLAGIARISM

- 3.1 At enrolment and re-enrolment each year, all students are provided with a copy of the leaflet **Acknowledgment Practice**. This leaflet sets out general information to help students become aware of their responsibilities in ensuring that they do not deliberately or inadvertently plagiarise the work of others.
- 3.2 Subject Information Sheets should direct the attention of students to the leaflet and provide additional information about acknowledgment methods specific to the subject and to the relevant academic unit.
- 3.3 Students must be advised about penalties that the relevant committee in the faculty or academic unit may apply in cases of proven plagiarism.

4 FUNCTIONS OF ASSESSMENT

4.1 In considering which assessment methods to use for a particular subject, the responsible members of academic staff need to be aware of the multiple functions of assessment.

4.2 There are three primary functions:

- (a) (i) to judge performance, to grade students and to determine whether a particular student has attained a particular standard of achievement; and
- (ii) to determine whether a particular student is sufficiently well prepared in a subject area to proceed to the next level of instruction;
- (b) (i) to provide feedback to students to indicate levels of attainment and to indicate and diagnose misunderstandings and learning difficulties; and
- (ii) to provide feedback to teaching staff to indicate areas in which students are experiencing difficulties and to indicate and diagnose ineffective teaching; and
- (c) to promote learning.

4.3 Staff need to be clear about the function or functions of each component of assessment they use for a particular subject, and the need to select methods and practices which will ensure that required functions are achieved. Information about these functions should be communicated to the students.

5 ASSESSMENT OBJECTIVES

5.1 The University has recently adopted a policy which requires approval of clearly enunciated objectives for every Faculty, Academic Unit, course and subject. The objectives for a subject set out in detail the learning that a student is expected to acquire by completing the subject at a satisfactory standard of achievement.

5.2 Thus, the principal purpose of assessment in a subject concerns assessing how well a student has attained those stated objectives.

6 ASSESSMENT METHODS

6.1 In determining the assessment methods and the weightings to be used for a subject, and in setting deadlines for submission of material for assessment, consideration should be given to the following:

- (a) the objectives of the subject;
- (b) the required function of the assessment;
- (c) the desirability of providing students with feedback, preferably before mid-session and thereafter, so that they may monitor their performance progressively for the duration of the subject;
- (d) the need to minimise delay in providing feedback to students, particularly towards the end of the subject;
- (e) the desirability of assessment being based on more than one piece of work; and
- (f) the ways by which plagiarism can be prevented.

6.2 There are many methods of assessment, each of which can serve a specific purpose and each of which has certain inherent advantages and limitations. Members of staff need to be aware of these advantages and limitations in prescribing the assessment for particular subjects. Staff are encouraged to adopt assessment practices that promote learning and lead to improvement in performance by the students undertaking the assessment.

6.3 Heads should ensure that:

- (a) assessment in a subject is conducted by procedures appropriate to the determination of how well each student has achieved the objectives approved for that subject;
- (b) as far as is practicable, the procedures promote learning and improve performance of students;
- (c) the assessment contains at least one significant piece of work from which the quality of the unaided capability of each student can be assessed; and
- (d) attendance at prescribed classes is not a component of assessment of any subject.

6.4 Heads may prescribe that:

- (a) participation in class activities may be a component of assessment in a subject; and
- (b) attendance at prescribed classes may be a mandatory requirement for satisfactory completion of a subject.

6.5 The Assessment Committee for each Academic Unit should approve the final form of all assessment systems used in the unit. It also has responsibility for assessing all major components of assessment for each subject, particularly examination papers, either directly or by

appointment of an Assessor who shall not be the examiner, or one of the examiners.

7 EXAMINATIONS

7.1 The University conducts examinations on behalf of the Academic Units during specified periods at the end of each session, as set out in the University Calendars. The organisation of these examinations is the responsibility of the Vice-Principal (Administration). Additionally, Academic Units may conduct examinations of various kinds either during the normal teaching periods, during the University examination periods or at other times.

7.2 With respect to these latter examinations:

- (a) the Subject Information Sheet must inform students about the intention to conduct such an examination. Information about the date, time and place of the examination must be made available to the students as early as possible and confirmed, particularly should the examination be scheduled at an unusual time such as a Saturday;
- (b) when held during a normal teaching period, the total time devoted to the conduct of the examination must not exceed the duration of that period, unless it is possible to arrange for additional time that does not conflict with the requirement for students to attend other scheduled classes; and
- (c) only with the express permission of the Pro Vice-Chancellor shall an examination be conducted during a study recess period, and request for that permission must be made at the beginning of the relevant session.

8 EXAMINATION PAPERS

8.1 Examination papers are set by one or more members of teaching staff as approved by the Head. In setting an examination paper, the examiner or examiners have responsibility to the Head to ensure that:

- (a) the paper is appropriate to the objectives of the subject;
- (b) the instructions to students are clear, concise, unambiguous and free from error;
- (c) the questions are clearly and unambiguously presented, are free from error and use commonly accepted terminology and language appropriate to the subject;
- (d) the questions are fair, answerable and can be answered in the time allowed; and

- (e) the length of the paper is appropriate to the duration of the examination.
- 8.2 The Assessment Committee for the academic unit, or the relevant appointed Assessor, has responsibility for reviewing the examination paper to determine whether the requirements set out in 8.1 are satisfied and, if not, to collaborate with the examiner or examiners to ensure that appropriate amendments are made.
- 8.3 Appropriately set and conducted examinations provide means of assessing:
 - (a) the quality of unassisted work of each student; and
 - (b) the capacity of students to work under constraints.

9 ASSESSMENT MARKS AND GRADES

- 9.1 Unless otherwise approved, the final assessment mark for each student in a subject shall be determined on the scale of 0 to 100% by the methods set out in the Subject Information Sheet issued for that subject.
- 9.2 While both the general level and range of marks associated with performance of particular quality will necessarily differ between disciplines, it should be possible for a student of genuine distinction to obtain a result of between 90 and 100% regardless of discipline. Examiners should take care to ensure that marks in this range are not reserved for perfection or near perfection, but that they be available to superior students who perform at the highest level that can be reasonably expected under the circumstances of the assessments.
- 9.3 In determining the final mark for each student in a subject, the Assessment Committee for the Academic Unit is expected to exercise academic judgment by:
 - (a) reviewing the results of assessment of each student;
 - (b) ensuring that any modification or scaling of marks, referred to in 2.1(i), has been applied systematically; and
 - (c) ensuring that the marks presented to the Faculty Examination Committee for determination and declaration properly reflect the levels of performance of the individual students.
- 9.4 It is expected that relevant teaching staff in the unit will attend meetings of the Assessment Committee at which these functions are performed.

10 REVIEW OF RESULTS

- 10.1 A student who believes that the mark awarded for a piece of assessable work, or the mark awarded for a subject, does not fairly reflect their standard of attainment in that work or subject, has the right to an explanation of the mark. In the first instance the student should consult with the lecturer or subject co-ordinator concerned and, if the dissatisfaction remains unresolved, then consult with the Head of the relevant unit. Should the matter still remain unresolved, the Dean of the relevant Faculty may be consulted.
- 10.2 A formal procedure for these consultations has been approved and is set out in a document available from the Student Enquiry Counter.

CODE OF PRACTICE - RESEARCH

INTRODUCTION

The Code of Practice - Research sets out the current policy and best practice relating to procedures for responsible practices in research and dealing with problems of research misconduct. The Code and associated reporting requirements for publication of research results applies to all research undertaken at the University of Wollongong. The Code was compiled in consultation with the University Research Committee and has been endorsed by the Academic Senate. The University of Wollongong acknowledges the guidelines provided by the AVCC and the NH&MRC in the original drafting of this document.

THE CODE

This Code sets out a Code of Conduct for the Responsible Practice of Research. Research and the pursuit of knowledge are vital institutional functions. The broad principles that guide research have long been established. Central to these are the maintenance of high ethical standards, and validity and accuracy in the collection and reporting of data. The responsibility of the research community to the public and to itself is acknowledged.

Communication between collaborators; maintenance and reference to records; presentation and discussion of work at scholarly meetings; publication of results, including the important element of peer refereeing; and the possibility that investigations will be repeated or extended by other researchers, all contribute to the intrinsically self-correcting nature of research.

Competition in research can have a strong and positive influence, enhancing the quality and immediacy of the work produced. However, competitive pressures can act to distort sound research practice, encouraging misconduct such as:

- the fabrication and/or falsification of data, including changing records;
- plagiarism; and
- misleading ascription of authorship.

It may also encourage the premature release of research results before they are adequately validated and the division of reports on substantial bodies of work into multiple small reports to enhance the "publication count" of the author(s).

ADVICE ON INTEGRITY IN RESEARCH

A member of staff or student should in the first instance contact the Pro Vice-Chancellor (Research) if he/she requires confidential advice about what constitutes misconduct in research, the rights and responsibilities of a potential complaint, and the procedures for dealing with allegations of research misconduct within the institution. The University has nominated a group of people who are familiar with the literature and guidelines on research misconduct to be advisers on integrity in research.

CODE OF CONDUCT FOR THE RESPONSIBLE PRACTICE OF RESEARCH

General Ethical Considerations

- It is a basic assumption of institutions conducting research that their staff members are committed to high standards of professional conduct. Research workers have a duty to ensure that their work enhances the good name of the institution and the profession to which they belong.
- Research workers should only participate in work which conforms to accepted ethical standards and which they are competent to perform. When in doubt they should seek assistance with their research from their colleagues or peers. Debate on, and criticism of, research work are essential parts of the research process.
- Institutions and research workers have a responsibility to ensure the safety of all those associated with the research. It is also essential that the design of projects takes account of any relevant ethical guidelines.
- If data of a confidential nature are obtained, for example from individual patient records or certain questionnaires, confidentiality must be observed and research workers must not use such information for their own personal advantage or that of a third party. In general, however, research results and methods should be open to scrutiny by colleagues within the institution and, through appropriate publication, by the profession at large.
- Secrecy may be necessary for a limited period in the case of contracted research.

Specific matters**(a) Retention of Data**

- Data must be recorded in a durable and appropriately referenced form.
- Wherever possible, a copy of the original data should be retained in the department or research unit in which they were generated.
- There may be cases where retention of original data may be difficult, such as:
 - a large volume of source material; in these cases source material should be clearly referenced in any published material; or
 - data obtained from limited access databases or in a contracted project, in such cases a written indication of the location of the original data or key information regarding the limited access database from which it was extracted must be kept in the department or research unit.
- If at all possible, it is in the interests of all research workers to ensure that original data are safely held for periods of at least five years.

(b) Publication and Authorship

- No unpublished research results should be publicised by others without the agreement of all the researchers concerned.
- Where there is more than one author of a publication, one author (by agreement among the authors) should formally accept overall responsibility for coordinating the submission and revision of the manuscript. Such formal acceptance must be in writing and kept on file in the department or unit of that author together with the names of all other authors.
- The authors of the publication must read the final paper and sign a statement (see Attachment C) indicating that each of them has met the minimum requirements for authorship - as defined on Attachment C - and who is the author taking overall coordinating responsibility for the publication. If, for any reason, one or more co-authors is unable to sign the statement, the head of the research unit or department may sign on his/her behalf, noting the reason for his/her non-availability.
- The coordinating author must keep the signed statement in his/her possession and submit a copy for retention in the department or unit when the work is accepted for publication.

- Where possible, it would be wise for papers submitted for publication to be read by a staff member outside the immediate group. This helps to ensure that the paper readily communicates its findings and major conclusions. It is, in any event, good practice to encourage discussion between members of different research groups.
- The minimum requirement for authorship of a publication should be participation in conceiving, executing or interpreting at least part of the research reported. "Honorary authorship" is unacceptable. "Honorary authorship" occurs when a person is listed as an author of a publication when they have not participated in any substantial way in the conception, execution or interpretation of at least part of the work described in the publication.
- Due recognition of all participants is a part of a proper research process. Authors should ensure that the work of research students/trainees, research assistants and technical officers is properly acknowledged.
- Publication of multiple papers based on the same set(s) or sub-set(s) of data is improper unless there is full cross-referencing (for example, by reference to a preliminary publication at the time of publication of the complete work which grew from it). Simultaneous submission to more than one journal or publisher of material based on the same set(s) or sub-set(s) of data should be disclosed at the time of submission.

(c) The Role of Research Supervisors

- Members of the academic staff of the University (other than those who are themselves candidates for higher degrees) who are currently active researchers, who have proven research records and who have previous experience in supervision may be permitted to be sole supervisors of candidates for higher degrees. In the case of newer, less experienced members of staff, a co-supervisor, who will be a more experienced and, generally, more senior member of staff, will also be appointed. Staff whose previous supervisory experience has been less than satisfactory will not be appointed as sole supervisors.
- The ratio of research students/trainees to supervisors should be small enough to ensure effective interaction, as well as effective supervision of the research at all stages.
- As part of the formal Department induction procedures research supervisors should advise each research student/trainee of applicable government and

institutional guidelines for the conduct of research, including those ethical requirements for studies on human or animal subjects, and requirements for the use of potentially hazardous agents.

- Research supervisors should be the primary source of guidance to research students/trainees in all matters of sound research practice.
- As far as possible, research supervisors should ensure that the work submitted by research students/trainees is their own and that, where there are data, they are valid.
- Where possible, the head of the research unit should be personally involved in active research supervision and observe the research activities of those for whom he or she is responsible. Professional relationships should be encouraged at all times. In particular, there should be wide discussion of the work of all individuals by their peers.

(d) Disclosure of Potential Conflict of Interest

Disclosure of any potential conflict of interest is essential for the responsible conduct of research. The formal written disclosure of such interests will be to: the Pro Vice-Chancellor (Research); the editors of journals to which papers are submitted; and to bodies from which funds are sought.

(e) Special needs in different disciplines

In some disciplines there will be special areas which require regulation, for example the handling of hazardous materials. The rules for this activity should form part of the general code of ethics for each discipline.

MISCONDUCT

Misconduct in research includes:

- the fabrication of data; that is, claiming results where none has been obtained.
- the falsification of data, including changing records.
- plagiarism, including the direct copying of textual material, the use of other people's data without acknowledgment and the use of ideas from other people without adequate attribution.
- misleading ascription of authorship including the listing of authors without their permission, attributing work to others who have not in fact contributed to the research, and the lack of appropriate acknowledgment of work produced by others involved in the research, such as a research student/trainee or associate.

The list above is not meant to be all inclusive. There may be other misdemeanours. For example, in human or animal experimentation departing from approved protocols accepted by a specific discipline might constitute misconduct. Misconduct does not include honest errors or honest differences in interpretation or judgement of data.

Procedures for Dealing with Allegations of Misconduct in Research

A working party of the University Research Committee is at present working on an additional section on how to deal with allegations in establishing a *prima facie* case, as the disciplinary conditions can only come into play after this.

This Code of Conduct for the Responsible Practice of Research aims to ensure a research environment that minimises the incidence of misconduct in research. It is inevitable, however, that there will be some allegations of misconduct. The procedures to cover the situation where allegations of misconduct are made against a staff member at the University of Wollongong are covered in the Management Handbook, under Rules for Staff Discipline.

CODE OF PRACTICE - STUDENTS

Teaching at the University involves the active participation of both staff and students and consequently the responsibility to ensure that teaching is conducted in the most efficient and effective manner is shared. The "Code of Practice - Students" emphasises the responsibilities of students. A separate "Code of Practice - Teaching" has been prepared and distributed to all members of the teaching staff and is also set out in the University General Information Calendar.

Responsibilities of Students

Students of the University have the following responsibilities:

- (i) to become familiar with the rules governing the degree in which they are enrolled - these are set out in the University Calendars;
- (ii) to become aware of the policies and practices of the Faculty or of the Academic Unit from which they take subjects - these are set out in the information sheet handed out by the end of the first week of lectures for every subject;
- (iii) to take the initiative and consult with appropriate academic staff when problems arise;
- (iv) to maintain satisfactory progress in their degrees - required rates of progress are set out in the degree rules;
- (v) to meet deadlines for work to be submitted - these are set out in the

information sheet handed out by the end of the first week of lectures for every subject;

- (vi) to apply themselves to their studies to the best of their abilities;
- (vii) to conduct themselves in an orderly and proper manner and not be disorderly in any class or in the Library or in any other place where such activity will adversely affect the working environment of others;
- (viii) to attend all lectures, tutorials, seminars and practical work required for each subject in which they are enrolled; and
- (ix) to submit original work for assessment, without plagiarising or cheating.

Responsibilities of Staff

Teaching staff of the University have responsibilities towards the students they teach, including preparing and presenting material at an appropriate standard within the resources available; informing students, by the end of the first week of formal contact for each subject, of the requirements for the subject and of the method(s) of assessment to be used for the subject; being available for reasonable periods of time during most weekdays of session, the study weeks and the examination periods so that students may discuss aspects of the subject with them; assessing students' work fairly, objectively and consistently across the candidature for the subject; being available to students after marked material has been returned and after the final results have been released so that any student who seeks it can be shown how his/her result was determined.

Plagiarism

Plagiarism is the use of another person's work or idea as if it is your own.

The other person may be an author, critic, lecturer or another student. When it is desirable or necessary to use other people's material, take care to include appropriate references and attribution - do not pretend the ideas are your own. Be sure not to plagiarise unintentionally. The University's practice concerning plagiarism is set out under "Acknowledgment Practice/Plagiarism" in the University Calendars.

Plagiarism has led to expulsion from the University.

Subject Information

In the first week of lectures for every subject, students will receive written information about the subject which will provide details of the requirements of the subject, the method of assessment and all other relevant information about the subject.

Required Reading

The information sheet referred to above will also contain information about the text books for the subject, the reference books and any other required reading. As academic staff are constantly keeping up to date with new developments in their areas of interest, students should be aware that other relevant material that becomes available during the period in which the subject is taught may also be introduced as required reading.

Reviewing Assessment Marks and Grades

Result notices are distributed to students at the end of each session. The notice provides information about the marks and the grades awarded for each subject completed in the session. The range of marks appropriate to each of the grades used are set out in the University Calendar.

Students may, if they wish, obtain their actual marks in each subject from the Student Enquiry Office or from the Academic Unit concerned.

If a student feels that the grade awarded for a particular subject is not a true indication of the performance in the subject, the student may approach the lecturer concerned and ask to know how the assessment was determined. If the student is still not happy with the result after having discussed the matter with the lecturer, there is a procedure laid down by the University for having the result reviewed. This procedure is set out in a leaflet available from the Student Enquiry Office.

Late Submission of Work

Extensions of time to submit material for assessment can only be granted in exceptional circumstances. Written notice is given at the beginning of lectures for each subject of the requirements for the subject and this information includes the dates for the submission of work for assessment. "Pressure of work", either from employment or from other subjects, is not an acceptable reason for seeking an extension of time.

The University's dates for withdrawing from subjects are very generous and allow adequate time to sort out whether the workload involved in a course can be managed together with other commitments.

CODE OF PRACTICE - SUPERVISION

1. HIGHER DEGREES

The following broad definitions apply to Doctoral degrees and to Masters degrees by research. Most elements will be applicable to other degrees with a significant research thesis component; some aspects of monitoring also apply to postgraduate course-work degrees.

1.1 Definitions

The desirable end-point for research degrees is sometimes difficult to judge, especially for a student. The decision of when to stop and to commence writing, will be facilitated for students of the University of Wollongong by the following definitions since they make clear the expectations of the University for particular research degrees.

These definitions make clear that research may not be "finished" within the time specified for a candidature, but that what is done must be good: it is possible to envisage, for example, that a degree could be awarded to a student whose work was impeccable but whose ambitious attempt to map in detail the coastline of New South Wales got no further north than Wollongong in the allotted time.

1.1.1 Masters by research

These degrees generally have the objective of training candidates in research methodology appropriate to their field of study, and in the application of such methodology by conducting a specified program of research under appropriate supervision.

Examiners of a Masters thesis should satisfy themselves that the candidate: has a thorough understanding of the relevant techniques in the field demonstrated both by their application and a thorough review of the literature; has managed to demonstrate competence in the chosen field through judicious selection and application of methodology to yield fruitful results; and has the capacity to present well written work.

1.1.2 Doctor of Philosophy

This degree provides training and higher education with the objective of producing graduates with the capacity to conduct research independently at the highest level of originality and quality. Students ought to be capable by the end of their candidatures of conceiving, designing and carrying to completion a research program without supervision. The PhD is thus largely scholarly in nature and should uncover new knowledge either by the discovery of new facts, the formulation of theories or the revision of old ideas.

Examiners will expect a thesis to be well written and to reveal clearly an independence of thought and approach and a deep knowledge of the field of study.

2. RESPONSIBILITIES

Research training at a University involves the active participation of both staff and candidates. The responsibility to ensure that it is conducted in the most efficient and effective manner is shared by all

parties: the University, its Academic units and staff, and the candidates, all have obligations to each other.

The University will provide each candidate with a copy of the relevant policies at enrolment, including: a copy of this document; the information to be given to the candidate by the Academic unit; the Rules governing the appropriate degree; the Library rules; and the policy relating to intellectual property, as it affects candidates.

2.1 Responsibilities of the University

The University has the responsibility of establishing a policy framework within which Academic unit-specific policies can be developed. The University is responsible for general policies related to:

- 2.1.1 clearly specified minimum entry standards which apply regardless of discipline, and which are set to ensure that enrolling candidates are likely to have the capacity to succeed given adequate commitment;
- 2.1.2 access to space and resources which, while varying between different parts of the University, should be made clear to candidates at the outset;
- 2.1.3 the status of intellectual property arising from the work of candidates as part of their studies;
- 2.1.4 annual reporting requirements;
- 2.1.5 procedures by which either the candidate or the supervisor may make representations as appropriate should significant difficulties arise (grievance procedures);
- 2.1.6 a procedure which, while permitting inexperienced staff to supervise candidates, makes clear a process by which assistance may be sought should it be required;
- 2.1.7 clear guidelines for examiners outlining, in particular, the University's expectations for the particular degree

2.2 Responsibility of the Academic unit

It is the responsibility of the Academic unit to ensure that:

- 2.2.1 the candidate meets the minimum requirements set down by the University for admission to candidature;
- 2.2.2 the proposed research project is appropriate for the degree;
- 2.2.3 the unit is the appropriate one for the research to be undertaken;
- 2.2.4 the proposed supervisor is sufficiently expert in the area of research and has the time to be able

to offer the candidate proper supervision;

- 2.2.5 proper supervision can be provided and maintained throughout the research period;
- 2.2.6 appropriate opportunities are provided, by way of seminars and the like, for candidates to develop their presentational skills as well as facilitate their integration into a cohesive group.

2.3 Responsibilities of the Supervisor

The supervisor has responsibilities which include:

- 2.3.1 advising the candidate how to make the most effective use of research time; this will involve discussing the nature of research with the candidate and the standard expected of candidates enrolled in particular degrees, the choice of the research topic, the planning of the research program, the literature and sources and techniques;
- 2.3.2 identifying any shortcomings in a candidate's background and directing appropriate remedial studies when required.
- 2.3.3 maintaining close and regular contact with the candidate and establishing at the beginning the basis on which contact will be made; this will facilitate the supervisor's role in advising candidates on the rate of their progress, and ensuring that a reasonable timetable is set to permit the degree to be completed in the time limits set by the Rules;
- 2.3.4 requiring written work from the candidate on a pre-arranged and agreed schedule so that the development of the candidate can be assessed at regular intervals;
- 2.3.5 monitoring carefully the performance of the candidate relative to the standard required for the degree and ensuring that the candidate is made aware of inadequate progress or of work below the standard generally expected; supervisors should help with developing solutions to problems as they are identified;
- 2.3.6 using the annual reporting procedures established by the University as the minimum means by which any difficulties and problems discussed with the candidate during the year are noted; and supervisors should indicate the action taken or the advice given. If the problem is not resolved, the Head of the Academic unit, in the first instance, should be involved; the Head and the Chairperson of the Faculty Postgraduate Studies Committee should be notified in writing of continuing problems between reporting periods;

2.3.7 commenting on the content and the drafts of the thesis and, at the time of submission, certify that the thesis is properly presented, conforms to the Rules and is, *prima facie*, worthy of examination;

2.3.8 advising the Graduate Faculty, through the Head, of the names and credentials of suitable examiners.

2.4 Responsibilities of the Candidate

The responsibilities of the candidate include:

2.4.1 becoming familiar with the University's Rules governing the degree;

2.4.2 discussing with the supervisor the type of help considered most useful and keeping to an agreed schedule of meetings which will ensure regular contact;

2.4.3 undertaking appropriate remedial work identified by the supervisor;

2.4.4 taking the initiative in raising problems or difficulties and sharing responsibility for seeking solutions;

2.4.5 maintaining the progress of the work in accordance with the stages agreed with the supervisor, including in particular the presentation of any required written material in sufficient time to allow for comments and discussions before proceeding to the next stage;

2.4.6 providing annually a formal report to the Graduate Faculty through the Head and the Chairperson of the Faculty Postgraduate Studies Committee;

2.4.7 accepting the responsibility for the final copies of the thesis including the content and ensuring that it is in accord with the requirements for the preparation and submission of theses, including the standard of presentation.

3. ADMISSION

The policy of the University is to the direct the majority of research students to work with academic staff who are part of the Research Programs that have been established in recent years. The aim of these Programs is to provide an environment, and infrastructure, for staff and students working in broadly related areas of research to work together as a means of using the University's resources most effectively.

While the basic criteria for admission to a higher degree is the possession of a bachelors degree achieved at a suitable standard in an appropriate discipline, other criteria will also be taken into account in assessing the eligibility of an applicant for admission. Such criteria include: the feasibility and appropriateness of the

proposed course of study in the Academic unit; and the availability of supervision, adequate infrastructure and other resources. The University also places emphasis on investigating candidates' interests and background and their match with resources and available expertise in assessing applications for admission.

Since part-time candidates often have other obligations, the criteria for these candidates will also include: availability for study and for interaction with the supervisor; level of motivation; evidence of maturity; and capacity to cope.

4. SUPERVISION

In general, all members of the academic staff of the University (other than those who are themselves candidates for higher degrees) who are currently active researchers, who have proven research records and who have previous experience in supervision will be permitted sole supervision of candidates for higher degrees. In the case of newer, less experienced members of staff, a co-supervisor, who will be a more experienced and, generally, more senior member of staff, will also be appointed. Staff whose previous supervisory experience has been less than satisfactory will not be appointed as sole supervisors.

The supervisor(s) will be responsible to the Head for the supervision of candidates in their charge.

4.1 Leave

4.1.1 Supervisors should ensure that candidates have accurate information about any planned, long, leave (or retirement) during the candidature and about the arrangements to be made to provide for supervision during absences.

4.2 Co-supervision

4.2.1 Co-supervisors should generally be appointed at the outset of the program, particularly if any lengthy absences of the supervisor are planned or if expertise additional to that provided by the supervisor is required; this could be a staff member from the University or from another institution or from industry.

4.2.2 Any co-supervisor should be involved as soon as practicable in the development of the candidate's research plan and should maintain a level of communication with the candidate and the supervisor to allow adequate supervision whenever necessary.

4.2.3 Where a co-supervisor(s) is appointed, the respective roles of the co-supervisor(s) and the place of primary responsibility will be clearly identified; the principal supervisor carries the responsibility of co-ordinating communication between the supervisors and the candidate.

4.3 Advisory Committee

4.3.1 In some cases, eg where the topic is multi-disciplinary or staff inexperienced, an advisory committee could be formed to advise the candidate; again, the place of primary responsibility must be made clear.

5. THE TOPIC

It is anticipated that in most instance, the candidate and the supervisor will reach an agreement on a research/thesis topic prior to enrolment.

If it is not possible to define a topic prior to enrolment, it should be defined and submitted to the Graduate Faculty no later than the end of the first session of enrolment; after the topic has been approved, it may not be changed without further approval of the Graduate Faculty.

Minor changes to the topic may be made at the time of drafting the final version of the thesis to reflect accurately the research.

6. REPORTS

Written annual reports from the candidate and the supervisor are an important and formal means by which any problems concerning the candidature can be identified. They also serve to keep the appropriate committees of the University, the Faculty Postgraduate Studies Committee and the Graduate Faculty, informed.

Each report must be a frank appraisal of the candidate's progress by both the supervisor and the candidate. The annual report is the means by which the University assesses whether the candidature will continue into the following year.

6.1 Procedure

6.1.1 Report forms will be circulated to candidates in September each year to allow time for the supervisor, the Head of the Academic unit and the Chairperson of the Faculty Postgraduate Studies Committee to view and comment on the report prior to the re-enrolment period for the following year; the supervisor will, before completing the report, discuss with the candidate the comments made by the candidate in the report and the comments that will be made by the supervisor.

6.1.2 The Chairperson will recommend to the Graduate Faculty on whether the candidate should be permitted to continue candidature in the following year.

6.1.3 A copy of the report will be forwarded to the candidate by the Chairperson after the supervisor, the Head and the Chairperson have added their comments to the report.

7. GRIEVANCE PROCEDURES

Any problems encountered during the candidature or any disagreements between the candidate and the supervisor in relation to the annual reporting process or to other matters during the candidature that can not be easily resolved between the candidate and the supervisor are to be referred, by either the candidate or the supervisor, to the Head, in the first instance.

If, after this process, the candidate is not satisfied with the outcome, the candidate may refer the matter, in writing:

- (i) to the Chairperson of the Faculty Postgraduate Studies Committee, who may refer the matter to the full Committee for consideration; and then, if necessary,
- (ii) to the Dean of the Faculty;

Where the candidate is still not satisfied with the outcome, the candidate should present a case, in writing, to the Chairperson of the Graduate Faculty. If necessary, the Chairperson will refer the matter to the Graduate Faculty for consideration and determination.

8. EXAMINATION

The examination of theses submitted for higher degrees is undertaken, in the case of Doctoral candidates, by at least two examiners who are external to the University. For Masters candidates, at least two examiners are used, no more than one of whom is an internal examiner; the supervisor can not be an examiner.

Because of the special nature of research degrees, where the candidates could have uniquely expert understanding of the field, they will also have a special relationship with their examiners. The candidates are not examined only on the basis of their understanding of a body of existing knowledge. They are examined by individuals who must judge their approach to research, their construction of hypotheses, their arguments and their analyses and who will be their peers if the degree is awarded. The selection of examiners is therefore of critical importance.

8.1 Selection

- 8.1.1 Steps should be taken to ensure that the examiners are free from bias, either against the candidate or the supervisor; this will normally be assessed by a general discussion of possible examiners with the candidate and the supervisor(s).
- 8.1.2 Examiners should normally be still active in research/scholarship in the relevant area thus ensuring that their knowledge of the field remains current;
- 8.1.3 They should have empathy with the theoretical framework used by the candidate.

8.1.4 They should be known to be familiar with the supervision/examination of research theses.

8.1.5 They should be made familiar with the requirements of the University and the essential parts of the Rules governing the particular degree.

8.1.6 Names of possible examiners and their credentials to examine the particular thesis should be submitted by the Head (who will normally have taken steps to guard against bias, etc.) to the Graduate Faculty for appointment.

Following approval by the Graduate Faculty, formal invitations to examine the thesis will be issued by the Graduate Office. Examiners are normally allowed eight weeks to examine the thesis and provide a report to the Graduate Faculty.

The reports from the examiners are considered by the Graduate Faculty, after receiving the comments of the Head on the reports. The Graduate Faculty determines the outcome of the examination.

In most cases, the names of the examiners and copies of the examiners reports are made available to the candidate after the Graduate Faculty has made its determination. In some instances, a particular examiner may exercise the options given to all examiners and ask not to be identified to the candidate and/or request that all or part of the report not be made available to the candidate; these requests are respected by the University.

9. APPEALS

As a result of the complex and special relationship with examiners of research degrees, the University has established a procedure which gives candidates, in certain circumstances, the right of appeal against the examination and evaluation of their candidature. Appeals are permitted on procedural grounds only: appeals by disgruntled candidates simply rejecting the assessment of the merit of their work are not permitted. Further, these procedures do not permit an appeal on grounds of complaint about the inadequacy of supervisory or other arrangements during the period of study; the grievance procedures outlined above should be used at the appropriate time during the candidature for these matters.

9.1 Grounds for Appeal

- 9.1.1 The only grounds permitted for an appeal against a decision not to award a postgraduate research degree or not to allow re-submission of a thesis for re-examination, are:
 - (i) procedural irregularities in the conduct of the examination, that may have had an effect on the outcome of the examination;
 - (ii) circumstances affecting the candidate's performance of which the examiners were not aware;

(iii) documentable evidence of prejudice or of bias on the part of one or more of the examiners.

9.2 Procedures

9.2.1 The appeal must be made by the candidate to the Vice-Chancellor, in writing, within one month of the decision of the Graduate Faculty being made known to the candidate; the candidate must set out fully the grounds for the appeal and provide documentary evidence in support of the appeal.

9.2.2 On receipt of the appeal, the Vice-Chancellor will, in the first instance, refer the matter to the Graduate Faculty for advice on the circumstances of the case and, if appropriate, for re-consideration of its decision in the light of any information provided by the candidate that was not known to the Graduate Faculty at the time it made its original decision.

9.2.3 On receipt of the advice from the Graduate Faculty, the Vice-Chancellor will decide whether a case exists, *prima facie*.

9.2.4 If the Vice-Chancellor determines that a case does exist, the appeal, together with the advice received from the Graduate Faculty, will be referred to the Council Committee of Appeal (Student Matters) for determination. The Committee will limit itself to considering the matter only on one or more of the three grounds outlined above and will not consider the academic merits of the examination. Unless they are relevant to particular points made in the case put forward by the candidate, the examiners' reports will not normally be placed before the Committee.

9.2.5 The Committee may determine that the appeal be dismissed or, if it finds that one of the three grounds for appeal above is satisfied, it will refer the matter back to the Graduate Faculty, through the Vice-Chancellor, with a direction that the thesis be re-examined.

9.2.6 The Vice-Chancellor will advise the candidate of the outcome of the appeal.

10. INTELLECTUAL PROPERTY

The University's *Policy on Consultancies and Intellectual Property* sets out, inter alia, the University's position in relation to intellectual property and ownership of work developed by candidates in the course of their candidatures.

10.1 Ownership

10.1.1 The University will have a proprietary interest in any

intellectual property developed by a candidate in the course of candidature for a degree of the University.

- 10.1.2 Where intellectual property has been created, all reasonable care must be exercised by the candidate, the supervisor(s) and the Head not to disclose or use the property in any way which would prejudice its protection.

10.2 Agreement

- 10.2.1 The onus is on the supervisor to fully inform the candidate, in writing before enrolment, of any aspects of the research which are likely to result in the generation of intellectual property and/or which is funded by any contractual arrangement(s) and of any restrictions on disclosure or communication with colleagues likely to result from such arrangements.

- 10.2.2 If the candidate agrees to take part in such a project, a written agreement on the conditions of disclosure etc. should be concluded over the signatures of the candidate, principal supervisor and the Head.

- 10.2.3 Where patentable intellectual property is generated unexpectedly during the candidature and there is no initial agreement on intellectual property, the candidate, the principal supervisor and the Head should meet immediately and produce a written understanding on the matter.

10.3 Access to theses

- 10.3.1 Following examination of the thesis and subsequent to any corrections required to the thesis as a result of the examination process, one copy of the thesis will be deposited in the University Library.

- 10.3.2 At the time of submission of the thesis, the candidate will be requested to complete a form to advise the Librarian on access rights to the thesis. Normally, the University expects that free access to all theses deposited in the Library should be permitted, but recognises that in exceptional circumstances, such as commercial confidences, it may be necessary to restrict access for a period of time. Where access is restricted, it should be for as short a time as possible.

10.4 Other provisions

- 10.4.1 All other provisions relating to intellectual property and to the role of the Illawarra Technology Corporation Ltd in relation to the assessment of and arrangements for the protection of intellectual property are set out in University's

Policy on Consultancies and Intellectual Property, copies of which are available from Heads and from the Office of Research and Postgraduate Studies.

- 10.4.2 Agreement should be reached between the candidate and the supervisor concerning authorship of publications and acknowledgement during and after the candidature. There should be open and mutual recognition of the candidate's and the supervisor's contribution on all published work arising from the project.

CODE OF PRACTICE - TEACHING

The "Code of Practice - Teaching" sets out the current policies and practices relating to teaching in the University of Wollongong. Its purpose is to make clear what students can reasonably expect and it should minimise difficulties caused by misunderstanding or poor communication.

Certain minimum requirements should be met by all academic staff involved in teaching and these requirements apply to all disciplines in the University. Staff teaching at the University, whether permanent or casual, are expected to follow the practices set out in the "Code of Practice - Teaching", which has been compiled in consultation with the Deans and has been endorsed by the Academic Senate.

Responsibilities

Teaching at the University involves the active participation of both staff and students, and consequently the responsibility to ensure that teaching is conducted in the most efficient and effective manner is shared. The "Code of Practice - Teaching" emphasises both the responsibilities of staff and the associated teaching policies and practices.

The "Code of Practice - Students" details student responsibilities. Briefly, the list of **student responsibilities** includes the following: becoming familiar with the rules governing their degree; ensuring that they are aware of the policies and practices of their faculty or of the academic unit from which they take subjects; taking the initiative and consulting with appropriate academic staff when problems arise; seeking assistance as required or recommended; maintaining satisfactory progress; meeting deadlines for submitted work (or seeking to withdraw by the specified dates); not being disruptive in any class, the library or any other place where such activity will adversely affect the working environment of others; not cheating; not plagiarising.

Responsibilities of Staff

Staff of the University have the following responsibilities to the students they teach:

- (i) to prepare and present material at an appropriate standard and within the resources available;
 - (ii) to inform students by the end of the first week of formal contact for each subject of the requirements for the subject including the method(s) of assessment to be used;
 - (iii) to be available for reasonable periods of time during most weekdays of session, the study weeks and the examination periods, so that students may discuss aspects of the subject with them;
 - (iv) to assess students' work fairly, objectively and consistently across the candidature for the subject;
 - (v) to be available to students after marked material has been returned, and after the final results have been released, so that students who seek it can be shown how their result was determined;
 - (vi) to make reasonable accommodation within the established teaching environment for students with a disability. Reasonable accommodation means agreeing to adoption of readily achievable additions or modifications to established teaching practices, which are easily accomplished and able to be carried out without unjustifiable hardship, for example, taping of lectures, magnification of exam text, extra time for exams, etc. Staff are asked to refer to the publication *Reasonable Accommodation* distributed to all members of the University in December 1994.
- Special arrangements, such as taping of lectures, are the responsibility of the student in consultation with the Disability Adviser and the lecturer concerned;
- (vii) to notify the Head of Department or Dean as appropriate, of potential or actual conflicts of interest.

Information Handouts to Students

Every student in every subject should be given, by the end of the first week of formal contact for the subject, written details about the subject containing at least the following information:

- the name of the co-ordinator for the subject;
- the name(s) of the lecturer(s) for the subject and their location, University phone number and availability during the week to discuss aspects of the subject with students;
- a brief subject outline;
- the lecture times and the tutorial/seminar/laboratory times and any particular attendance requirements;
- the method of assessment for the subject (refer "ASSESSMENT DETAILS" below);
- a list of the major texts and reference books and other required reading known at the time. It should be noted in the handout that the list is not necessarily exhaustive and that other relevant reading may be added to the

list as it becomes available during the session;

- any particular policies of the academic unit - e.g. the unit's policies relating to (a) late submission of work; (b) handling of requests for special consideration on the basis of medical certificates or University Counsellor's reports; and (c) supplementary examinations;
- an indication of the amount of time to be spent on the subject each week, noting that the Course Rules state that:
'credit point' is the value attached to a subject as a component of a degree and, for a subject other than a research subject, each credit point has an implied workload of 28 hours over the duration of that subject; and
- any material that needs to be purchased (eg laboratory manuals) and the costs involved.

Assessment Details

Each Academic Unit has an Assessment Committee which advises the Head of the Unit on the general forms of assessment to be used within the Unit.

There are many methods available for assessing student performance and different methods may be used, quite properly, even within Academic Units. The actual method to be used for a particular subject is determined by the Head of Unit in consultation with the co-ordinator and/or lecturer(s) involved in its teaching.

Whatever the methods finally chosen, details must be included in the handout given to students during the first week of lectures.

The handout must include at least the following:

- the type(s) of assessment to be used for the subject*;
- the weighting to be given to each component of the assessment in determining the final result;
- whether it is necessary to pass every component of the assessment or any particular component(s) of the assessment in order to be awarded a pass for the whole subject;
- whether the marks of students in particular components of the assessment will be modified or scaled in some way before a final grade is determined;
- any specific attendance requirements with which students need to comply in order to pass;
- whether contributions to tutorials/seminars are to be taken into account and how the contribution is to be assessed;
- details of material to be submitted for assessment during the session;
- the dates for submission of the material for assessment and the

penalties applied for late submission;

- the length, style, etc. of the material to be submitted;
- the procedure for the submission of material for assessment: the location of the secure place where it is to be left; how to obtain a receipt; where it can be collected after assessment;
- the following standard statement on plagiarism:

"Plagiarism is the use of another person's work, or idea, as if it is your own. The other person may be an author, critic, lecturer or another student. When it is desirable or necessary to use other people's material, take care to include appropriate references and attribution - do not pretend the ideas are your own. Be sure not to plagiarise unintentionally. Plagiarism has led to expulsion from the University."

Determining Assessment Methods

In determining the methods of assessment and weightings to be used for a particular subject and in setting the deadlines for the submission of material for assessment, consideration must be given to the following:

- the ways in which students can monitor their performance during the session. This could be by way of regular assignments, mid-session tests or some other means;
- the desirability of assessment to be based on more than one piece of work;
- the amount of time it will take to assess any material submitted by the students. Material submitted for assessment which is also intended to inform students and/or which is relevant to the final examination for the subject, should be marked and returned prior to the study week before the formal examinations. It is of little use to the students to have this type of assessable work returned after the final examination; and
- the ways in which any cases of plagiarism can be detected, particularly in larger classes with many tutorial groups where a number of markers are used.

From 1990 every unit has maintained a sessional assessment register for all subjects taught during the session. The register is available for perusal by students, staff, Deans, Visiting Committees and other interested bodies.

The Place of Written Work

All graduates should be able to express themselves well in writing. To this end, all students should be required to produce some form of written work on a regular basis as part of the assessment of every subject. Students in need of assistance in developing their writing skills should have the need explained by the lecturer.

Staff Availability

Students can expect to have reasonable access to the lecturers involved in teaching any subject in which they are enrolled. To this end, every full-time member of the staff should be on campus most days of the week during the sessions in which they are teaching, the study recess and examination periods, and be available to students for consultation during some of this time.

The Head of the Unit must be informed where absence from the campus for any reason during any week is likely to exceed two days.

Examinations

The University conducts examinations during specified periods at the end of each session, as set out in the University Calendars. The organisation of these examinations is the responsibility of the Vice-Principal (Administration).

Other tests and practical/laboratory examinations may be conducted at other times during the session, provided:

- (a) students are advised at the beginning of the session that the test/examination will be held during one of the normal teaching periods; and
- (b) the time for the test/examination does not exceed the normal teaching period.

It may be necessary or desirable to conduct mid-session examinations on a Saturday morning, especially for the larger classes. Where this is necessary, students must be informed of the date in the handout provided by the end of the first week of lectures.

Examinations should not be held during the study recess unless there are exceptional circumstances and then only with the approval of the Pro Vice-Chancellor. Requests for such examinations must be made at the beginning of the session so that students can be given adequate notice if the variation is approved.

The Assessment Committee for each Academic Unit is responsible for reviewing examination papers set within the unit and for reviewing the results of assessments before they are presented to the Faculty Examination Committee. It is expected that all academic staff in the unit will be in attendance at these meetings (refer to "STAFF DEPARTING ON STUDY LEAVE" below).

There are procedures laid down by the University for submitting grades to the Faculty Examination Committee and these are circulated to Academic Units each session. Although these procedures make provision for withholding results in certain circumstances (see below), it is University policy that the Examination Committees determine a grade for every student in every subject. Except in rare instances, every student should know at the time of release of examination results how he/she fared in every subject undertaken.

* In Academic Units where the assessment is finalised after the class first meets, the date on which the assessment details are to be finalised should be noted in the handout.

The only acceptable reasons for withholding results are as follows:

- (a) "WM" grade: given where there are acceptable medical or compassionate reasons ("pressure of work" alone is not an acceptable reason);
- (b) "WA" grade: given where, though the work is submitted on time, there are unavoidable delays in assessing the material (e.g. delayed response from an external examiner);
- (c) "WO" grade: given where it is in the best interests of the students to withhold an Autumn session result until the end of Spring session.

Extensions of time to submit material for assessment should be given only where there are clearly extenuating circumstances. It is unfair to those who have striven to submit work on time for a student(s) to be given more time to complete work without a compelling case. Each case should be scrutinised closely by the unit and not simply left to an Examinations Committee to ensure fairness. If an Examinations Committee does not accept the reason given for withholding the result, it will declare a FAIL.

'Pressure of work' (i.e. workload rather than a job transfer after the specified withdrawal date) should not be accepted as a reason for an extension - the University's dates for withdrawal from subjects are generous (the last date for withdrawal without penalty is week 8 for a sessional subject, week 2 of the second session of offer for a double session subject and week 3 of the Summer session) and allow ample time for students to determine whether they can manage University study together with their non-University commitments.

Reviewing Assessment Marks and Grades

Students must be told how their final marks and grades are to be determined in each subject, or any part of the assessment making up the final marks and grades, in the handout.

Any student who believes that the mark or grade awarded does not reflect their performance in the subject has the right to approach the lecturer(s) concerned (and, if necessary, the Head of the Unit and the Dean) and have the grading explained. A formal procedure for having a mark or grade reviewed has been established by the University and is available to students in the form of a handout from the Student Enquiries Office.

The procedure is reproduced below, for information:

"If you feel that the mark or grade you have been awarded for a subject is not indicative of your performance or that there may have been an error in determining your mark or grade, you should approach the lecturer(s) concerned to discuss the matter.

If, after this discussion, you feel the mark or grade is not correct, you should approach the Head of the Unit

responsible for the subject to discuss the matter further.

After you have taken these steps and you still feel the mark or grade is not correct, you may write to the Dean of the Faculty, setting out the reasons you believe the mark or grade is not correct and advising the Dean of the member(s) of staff with whom you have discussed the matter. The Dean will respond in writing after he/she has taken whatever advice is required. Applications to the Dean should be made no later than two weeks after the release of the examination results.

If you are not satisfied with the outcome, you may then approach the Dean of Students and request a further investigation of the matter.

Finally, if you believe there has been a lack of due process in the reassessment procedure outlined above, you may appeal, within two weeks of receiving the response from the Dean, to the Academic Review Committee to review the matter. The letter of appeal must state fully the reasons for your appeal and include any relevant documentary evidence to support your appeal. Please note, however, that the Committee's role is to ensure that the proper procedures have been followed in relation to the assessment of the subject - the Committee's role is not to reassess the academic quality of the work."

Staff Departing on Study Leave

Staff proceeding on (study) leave must ensure that all assessment work and other teaching commitments have been completed, prior to departure, and that marks have been considered by the Assessment Committee of the Academic Unit. Another member of staff of the unit should be available to answer any subsequent enquiries about the subject if further information about the grade awarded for the subject is sought (refer "REVIEWING ASSESSMENT GRADES" above).

COURSE RULES

QUICK REFERENCE
GUIDE TO COURSE
RULES

GENERAL

- 003 The major terms used throughout these Course Rules are explained in this Section
- 004 How do I qualify for admission?
Before you can commence university studies you must be approved for admission. This section outlines how you qualify and register for admission.
- 005 What do I need to know about enrolment?
Each year students are required to enrol, either on a sessional or annual basis, in subjects relevant to their proposed degrees. This section outlines requirements you need to consider when enrolling.
- 006 How do I find out which subjects I should enrol in?
The subjects in which you are permitted to enrol for each course are listed in the "Schedules" (see General Index at end of Calendar for reference to Faculty Schedules).
- 007 May I change courses or vary my enrolment?
- 008 Can I withdraw from or change subjects after I have enrolled?
Conditions and time limits for withdrawal from subjects. (This section relates to course work students only.)
- 009 Requirements for Theses and Minor Theses.
(This section relates to students undertaking research subjects only.)
- 010 How is my performance assessed?
See also - Code of Practice, Assessment (p 49)
- 011 Will I be permitted to enrol next year?
Check carefully. Failure to gain the specified credit points may result in loss of registration in the course.
- 012 I have completed subjects towards another qualification. What subjects can I count towards my present course?
- 013 Can I take leave from my studies?
- 014 I have completed all the subjects for my course. Are there any other criteria I must meet before I can receive my award?
- 015 What happens to the work I submit as part of my course?

- 016 The University Council is the ultimate governing body
Interpretation and enforcement of course rules are subject to Council approval.
- 017 What happens if the Rules change during my enrolment?
- 018 How may I appeal against a decision made under these rules?

UNDERGRADUATE

PART 1 - DIPLOMA RULES

Rules specific to undergraduate diplomas - paras 101-104.

PART 2 - BACHELOR DEGREE RULES

Rules specific to Bachelor degrees - paras 201-213.

- 202 What approved abbreviation do I use for my degree?
- 203 How do I qualify for admission?
- 204 What subjects may I enrol in?
- 205 What do I need to complete a Bachelor of Arts degree?
- 206 What do I need to complete a Bachelor of Commerce degree?
- 206A What do I need to complete a Bachelor of Computer Science degree?
- 207 What do I need to complete a Bachelor of Mathematics degree?
- 208 What do I need to complete a Bachelor of Science degree?
- 209 What do I need to complete a Bachelor degree that has a set course of subjects?
- 210 What do I need to complete a Bachelor degree that has combined courses?
(eg Bachelor of English/Bachelor of Commerce)
- 211 What do I need to complete a Bachelor degree that spans two Faculties (double degree)
(eg Bachelor of Arts - Bachelor of Laws)
- 212 What do I need to complete a Bachelor (Honours) degree?
- 213 I have finished my course, do I have to fulfil any other requirements before I can obtain my degree?

ATTACHMENTS REFERRED TO IN
THE UNDERGRADUATE COURSE
RULES

- A How much time do I have to complete my course?
- B Can I be refused permission to enrol or re-enrol at University?
- D1 How is my performance graded? (Distinction, Credit, Honours, etc)
- E Can I be exempted from any subjects?
In certain circumstances a student may have completed the same or similar subject(s) or degree(s) at other institutions or on other occasions.
- F Do I need to be computer literate? (This requirement must be achieved by the completion of a course not prior to admission to the course.)

Are there any Mathematical requirements?
(Bachelor of Science only - minimum requirements for completion of the degree not prior to admission to the course.)
- G Can I qualify for, and be awarded, the same degree more than once?
- Z What do the session abbreviations in the schedule stand for?

Which schedule should I use?

All subjects are listed in Schedules relevant to that degree.

POSTGRADUATE

PART 3A - GRADUATE
CERTIFICATE RULES

- 3A02 What approved abbreviations do I use for my certificate?
- 3A03 What are the course requirements for a Graduate Certificate?

PART 3B - GRADUATE DIPLOMA
RULES

- 3B02 What approved abbreviation do I use for my diploma?
- 3B03 How do I qualify for admission?
- 3B04 What are the course requirements for a Graduate Diploma?
- 3B05 I have finished my course, do I have to fulfil any other requirements before I can obtain my diploma?

PART 4 - MASTERS DEGREE RULES

- 402 What approved abbreviations do I use for my degree?
- 403 What are the course requirements for a Masters degree?
- 404 I have finished my course, do I have to fulfil any other requirements before I can obtain my degree?

PART 5 - HONOURS MASTERS DEGREE RULES

- 502 What approved abbreviations do I use for my degree?
- 503 What are the course requirements for an Honours Masters degree?
- 504 I have finished my course, do I have to fulfil any other requirements before I can obtain my degree?
- 505 Can I undertake outside work while completing my Honours Masters Degree?

PART 6 - DOCTORAL DEGREE RULES

- 602 What approved abbreviation do I use for my degree?
- 603 How do I qualify for admission?
- 604 What are the course requirements for a doctoral degree?
- 605 Can I undertake outside work while completing my doctorate?

PART 7 - DOCTORAL DEGREE BY PUBLICATION RULES

- 702 What approved abbreviation do I use for my degree?
- 703 How do I qualify for admission?
- 704 What are the course requirements for a doctoral degree by publication?
- 705 How is my doctoral degree by publication examined?

PART 8 - HIGHER DOCTORAL DEGREE RULES

- 802 What approved abbreviation do I use for my degree?
- 803 How do I qualify for admission?
- 804 How is my higher doctoral degree examined?

ATTACHMENTS REFERRED TO IN THE POSTGRADUATE COURSE RULES

- A How much time do I have to complete my course?
- B Can I be refused permission to enrol or re-enrol at University?
- C1 What supervision will I have for my thesis?
(See also Code of Practice - Supervision)
- C2 What are the requirements for research subjects?
- C3 What are the procedures governing the preparation and submission of theses?
- C4 How are Theses and Minor Theses examined?
- C5 How are Higher Doctoral Degrees examined?
- D1 How is my performance in a Bachelor Degree, Associate Diploma or Diploma graded?
The approved grades of performance and associated ranges of marks for 100, 200, 300 and 400-level subjects.
- D2 How is my performance in a Postgraduate Course graded?
The approved grades of performance and associated ranges of marks for 800 and 900-level subjects except research subjects.
- E Can I apply for advanced standing?
- Z Where is the Schedules List of all subjects approved for inclusion in my course?

UNIVERSITY OF WOLLONGONG COURSE RULES

PART 1 - GENERAL RULES

001. Preliminary

- (1) These Rules may be cited as the Course Rules.
- (2) The General Rules govern registration, enrolment, progression through and qualification for undergraduate and postgraduate courses offered by the University, and are to be read in conjunction with an appropriate Part of the Rules.
- (3) Rules for undergraduate courses are provided in:
 - Part Associate Diploma and Diploma Rules
 - Part 2 Bachelor Degree Rules
- (4) Rules for postgraduate courses are provided in:
 - Part 3A Graduate Certificate Rules
 - Part 3 Graduate Diploma Rules
 - Part 4 Masters Degree Rules
 - Part 5 Honours Masters Degree Rules
 - Part 6 Doctoral Degree (by thesis) Rules
 - Part 7 Doctoral Degree (by publication) Rules
 - Part 8 Higher Doctoral Degree Rules

002. Commencement

These Rules became operative on 1 January 1991.

003. Interpretation

- (1) In the interpretation and implementation of these Rules, Council will normally act on the recommendation of appropriate authorities within the University.
- (2) In these Rules, unless the contrary intention appears:
 - (a) 'Council' is the Council of the University of Wollongong;
 - (b) 'approved' or 'approval' means approval by Council, or under authority delegated by Council;
 - (c) 'candidate' is a person registered for a course;
 - (d) 'undergraduate' refers to candidates or courses for associate diplomas, diplomas and bachelor degrees;
 - (e) 'postgraduate' refers to candidates or courses for graduate certificates, graduate diplomas, masters degrees,

honours masters degrees and doctoral degrees;

- (f) 'course' is the subject or combination of subjects which a candidate takes for an associate diploma, a diploma or a degree;
- (g) 'double degree' is an approved course leading to the conferral of two degrees as separate awards upon a candidate who has complied with the Course Requirements for double degrees and the two individual Course Requirements inclusively;
- (h) 'double specialisation' is an approved course leading to the conferral of one degree as a single award with double specialisations upon a candidate who has complied with the Course Requirements for degrees with double specialisations;
- (i) 'full time candidate' is a candidate enrolled for a program which, for each session of registration, is three eighths or more of an annual requirement for course completion in normal minimum time;
- (j) 'part time candidate' is a candidate who is not a full time candidate;
- (k) 'external candidate' is a part time candidate registered for a course which has been approved for offer in an external mode;
- (l) 'program' is the combination of subjects in which a candidate is enrolled in any one session or year;
- (m) 'session' is one of the three periods, autumn session, spring session, summer session, in which subjects are offered each year;
- (n) 'year' or 'academic year' or 'annual' refers to the period comprising autumn session, the following spring session and the following summer session;
- (o) 'weeks of session' are the weeks counted from the beginning of a session and not including weeks scheduled as University recess;
- (p) 'subject' is a self-contained unit of study identified by a unique number in the relevant Schedules;
- (q) 'research subject' is a subject at 900 level with a value of 24 or more credit points, being either a thesis or a minor thesis, and taken for

an honours masters degree or a doctoral degree;

- (r) 'thesis' is a research subject with a value of 48 credit points;
- (s) 'minor thesis' is a research subject with a value of 24 or 36 credit points;
- (t) 'credit point' is the value attached to a subject as a component of a degree and, for a subject other than a research subject, each credit point has an implied workload of 28 hours over the duration of that subject;
- (u) 'weighted average mark' is the average of marks gained by a candidate in a program, programs or course and weighted by credit point value and by level;
- (v) 'sessional subject' is a subject, other than a research subject, offered during one of autumn session, spring session or summer session;
- (w) 'double session subject' is a subject, other than a research subject, offered for the duration of two sessions, excepting as permitted by the provision of Rule 212;
- (x) 'triple session subject' is a subject, other than a 100 level subject or a research subject, offered for the duration of three consecutive sessions;
- (y) '100 level subject' is a subject at first year level;
'200 level subject' is a subject at second year level;
'300 level subject' is a subject at third year level;
'400 level subject' is a subject at fourth year level;
'800 and 900 level subjects' are subjects or research subjects at postgraduate level;
- (z) 'pre-requisite subject' is a subject which must be completed satisfactorily before the subject for which it is prescribed may be taken;
- (aa) 'co-requisite subject' is a subject which must be completed satisfactorily before, taken concurrently with or, at the discretion of the Head, attempted before the subject for which it is prescribed;
- (bb) 'Head' means the Head of the relevant academic unit or the relevant Course Coordinator;

- (cc) 'Supervisor' is a person approved to supervise the work of a candidate in a research subject;
- (dd) 'Academic Adviser' is a person approved to advise candidates on programs and courses of study;
- (ee) 'major study' in a course for a bachelor degree, is an approved combination of subjects with a minimum value of 48 credit points offered by one or more academic units, and including 300 level subjects with a value of at least 24 credit points which must be completed satisfactorily at Pass grade or better;
- (ff) 'specialisation' refers to the subject matter which is studied in the major study of a 144 credit point course or as a major strand in other courses;
- (gg) 'advanced standing' is credit or exemption granted to a candidate;
- (hh) 'credit' is the number of credit points granted towards a course for work completed satisfactorily outside that course;
- (ii) 'specified credit' is credit for a specific subject or subjects listed in a Schedule and is granted on the basis of satisfactory completion of a substantially corresponding subject or subjects at an approved tertiary institution;
- (jj) 'unspecified credit' is credit granted on the basis of satisfactory completion, at an approved tertiary institution, of a subject or subjects not substantially corresponding to subjects listed in the appropriate Schedule;
- (kk) 'exemption' is the waiving of the requirement that a subject prescribed for a course be completed satisfactorily and is granted, as exemption A, B or C, on the basis of the satisfactory completion of an appropriate subject, subjects or other work at an approved tertiary institution or other establishment, as follows:
- exemption A: the subject is regarded as having been completed satisfactorily for all purposes;
- exemption B: the subject is regarded as having been completed satisfactorily for all purposes except the satisfying of a pre-requisite requirement;
- exemption C: the subject is regarded as having been completed satisfactorily, but not for the purposes of either the satisfying of a pre-requisite requirement or the accrual of credit points; and
- (ll) 'leave of absence' is a period of leave from the University for which prior approval has been obtained.
- 004. Admission and Registration Requirements**
- (1) To qualify for admission as a candidate for:
- (a) an undergraduate award, a person shall comply with requirements of the Rules for Admission to Undergraduate Courses; or
- (b) a graduate certificate, a graduate diploma or a masters degree, a person shall have qualified for a bachelor degree of the University or for an equivalent qualification from an approved institution; or
- (c) an honours masters degree, a person shall have qualified for a bachelor degree in the same discipline as the proposed degree, or in an appropriate discipline of the University or for an equivalent qualification from an approved institution; or
- (d) for a doctoral degree by thesis, a person shall comply with requirements for admission set out in the relevant part of the Rule governing the course,
- except that, in appropriate circumstances, an applicant who does not qualify for registration under Rule 004(1)(b), (c) or (d) may be permitted to register as a candidate for a postgraduate course provided that evidence is submitted of such tertiary academic and professional attainment as may be approved.
- (2) An application for admission as a candidate shall be made on the prescribed form and be lodged as directed by the specified date.
- (3) Notwithstanding any provisions of these Rules, an applicant may be required to demonstrate fitness for candidature by carrying out such work and satisfactorily completing such examinations as may be prescribed.
- (4) Council may refuse admission to a qualified applicant should there not be appropriate and sufficient personnel or resources to enable the candidate to undertake the course, or should there be a limitation imposed on the number of candidates to be registered for that course, or should other restrictions or limitations be applied to that course.
- (5) A person admitted as a candidate shall register for the particular course for which admission was sought and shall be then subject to all relevant Rules and requirements.
- (6) A candidate for a postgraduate course under Parts 5 or 6 of the Rules shall enrol as a full time candidate or as a part time candidate, or for approved courses, as an external candidate.
- (7) Continuation of registration is contingent upon compliance with any approved conditions imposed at initial registration or thereafter.
- (8) Except with approval, and then under approved conditions, a candidate shall not be registered concurrently for more than one course in this University or other tertiary institution.
- (9) A person who, in the opinion of Council, has an unsatisfactory academic record in, or who is suspended, excluded or expelled from, any tertiary institution shall not be permitted to register for any course.
- (10) Except with approval in exceptional circumstances, a candidate is subject to the course time limits set out in Attachment A following these Rules.
- (11) A candidate who changes registration from one type of candidature referred to in Rule 004(6) to another shall be subject to approved time limits.
- (12) A person who has not completed requirements for a course after expiration of the maximum period of registration set out for that course in Attachment A following these Rules and for whom continuance of registration has not been approved shall not be permitted to register again for that course.
- 005. Enrolment Requirements**
- (1) During prescribed periods in each year, a candidate shall enrol in a program in accordance with requirements of these Rules and pay any required charges. Prior to the initial registration for a course, a candidate must consult with an Academic Adviser.
- (2) A candidate may enrol in a subject provided that:
- (a) the conditions for enrolment specified in the appropriate Schedule are satisfied, save that a pre-requisite or co-requisite requirement may be waived by the Head;
- (b) the candidate is not excluded by any restriction that may be imposed on the number of candidates to be enrolled in that subject;

- (c) the subject is available in the nominated session or sessions;
 - (d) the candidate is not suspended, excluded or expelled from any tertiary institution;
 - (e) Council has determined that there are appropriate and sufficient personnel and resources to enable the candidate to undertake the subject; and
 - (f) the candidate is not indebted to the University.
- (3) Except with approval, a candidate may not enrol in the same, or substantially the same, subject more than twice.
- (4) Except with approval, a candidate shall not enrol in an annual program with a value of less than 12 credit points excepting that a candidate who needs less than 12 credit points to complete a course must enrol for all subjects needed to complete that course.
- (5) Except with approval, a candidate shall not enrol in a program which, for that candidate:
- (a) in the first autumn session and the first spring session of registration for an undergraduate course leading to an award other than the degree of Bachelor of Laws, which has a value that exceeds:
 - (A) 48 credit points for the autumn session and the spring session combined;
 - (B) 24 credit points for autumn session;
 - (C) 24 credit points for spring session;
 - (b) in the subsequent sessions of registration for an undergraduate course leading to an award other than the degree of Bachelor of Laws, which has a value that exceeds either:
 - (i) (A) 52 credit points for the autumn session and the spring session combined;
 - (B) 30 credit points for autumn session;
 - (C) 30 credit points for spring session;
 - (D) 14 credit points for summer session, or
 - (ii) exceeds a prescribed program for:
 - (A) a year by more than 4 credit points;
 - (B) autumn session by more than 6 credit points;
 - (C) spring session by more than 6 credit points;

- (D) summer session by more than 2 credit points,
- (c) in any session of registration for a course leading to the award of the degree of Bachelor of Laws either alone or as part of an approved double degree course, has a value that exceeds:
 - (A) 32 credit points for any autumn or spring session;
 - (B) 14 credit points for summer session,
- (d) in any session of registration for a postgraduate course which either
 - (i) has a value that exceeds:
 - (A) 54 credit points for the autumn session and the spring session combined;
 - (B) 30 credit points for autumn session;
 - (C) 30 credit points for spring session;
 - (D) 14 credit points for summer session, or
 - (ii) exceeds a prescribed program for:
 - (A) a year by more than 4 credit points;
 - (B) autumn session by more than 6 credit points;
 - (C) spring session by more than 6 credit points;
 - (D) summer session by more than 2 credit points.
- (6) For the purposes of Rule 005(5), half the value of a double session subject shall be deemed to be taken in each of the two sessions during which the subject is offered and one third the value of a triple session subject shall be deemed to be taken in each of the three sessions during which the subject is offered.
- (7) A candidate enrolled in a subject in contravention of the conditions for enrolment specified in the appropriate Schedule shall be withdrawn from that subject unless permitted by the Head to remain enrolled.
- (8) A candidate who, in a particular year, is not permitted to enrol in a subject pursuant to these Rules may apply for permission to enrol in a subsequent year.
- (9) A candidate who is refused continuation of registration, through suspension, exclusion or expulsion as prescribed in Attachment B following these Rules, may not enrol in any subject.

006. Schedules of Subjects and Research Subjects

Subjects approved for courses referred to in Rule 001(3) and (4) are listed in the Schedules in Attachment Z following these Rules. The Schedules are:

Undergraduate Schedules:

- (a) Schedule Z1 for associate diplomas;
- (b) Schedule Z1 for diplomas;
- (c) Schedule Z2 for bachelor degrees; and

Postgraduate Schedule:

- (d) Schedule Z3 for postgraduate courses.

007. Variation of Registration

- (1) After consultation with an Academic Adviser a candidate may apply to the Vice-Principal (Administration) for permission to change registration from one course to another.
- (2) Permission for a candidate to change registration is contingent upon any restriction that may be imposed on the number of candidates to be registered for a particular course.
- (3) Variation of enrolment associated with change of registration is contingent upon restrictions imposed by relevant provisions of Rules 005 and 008.
- (4) Upon change of registration, a candidate becomes subject to Rules relating to the course to which registration is changed.
- (5) At the end of a session, a candidate for a postgraduate degree under Part 5 or 6 of these Rules or for an honours bachelor degree may apply to change candidature from full time to part time or from part time to full time.
- (6) At any time prior to the submission of the thesis in the relevant research subject, a candidate for an honours masters degree may apply to change registration to a doctoral degree.
- (7) Except with approval to the contrary, restrictions imposed on enrolment or registration of a candidate prior to, or at the time of a change of registration shall continue to apply after change of registration. For a candidate for an undergraduate course, Rule 011(2)(b) will apply immediately upon change of registration should there be no provisions to the contrary.

008. Variation of Enrolment for Subjects Other Than Research Subjects

- (1) After consultation with an Academic Adviser, a candidate may withdraw from a subject in a program by notifying the Vice-Principal (Administration), provided such withdrawal is made no later than the last day of the week prescribed in Rule 008 (3) of the session in which offer of the subject is completed.

(2) Where a variation referred to in Rule 008(1) is withdrawal from:

- (a) an autumn session or spring session subject before the end of the eighth week of the session of offer; or
- (b) a summer session subject before the end of the third week of the session; or
- (c) a double session or a triple session subject until the last day of the second week of the second session in which the subject is offered;

the candidate shall be deemed to have not enrolled in that subject, and that subject will then not appear on the academic record of the candidate.

(3) Where a variation referred to in Rule 008(1) is the withdrawal from:

- (a) an autumn session or spring session subject after the end of the eighth week, but before the end of the twelfth week of the session of offer; or
- (b) a summer session subject after the end of the third week but before the end of the fifth week of the summer session; or
- (c) a double session or a triple session subject after the end of the second week, but before the end of the eighth week of the second session in which the subject is offered;

the candidate shall be determined to have failed that subject (but no mark shall be recorded) unless withdrawal is for acceptable medical, personal or other reasons. In this latter case, the candidate will be deemed to have discontinued the subject without penalty for the purposes of Rules 005(3) and 011(2) to (4) and only the subject and date of discontinuance will appear on the academic record of the candidate.

(4) After consultation with an Academic Adviser a candidate may apply to the Vice-Principal (Administration) for permission to enrol in an additional subject for a program.

(5) Permission for a candidate to enrol in an additional subject for a program is contingent upon restrictions imposed by relevant provisions of Rules 005 and 008(6) and (7).

(6) Except with approval of the Head, a candidate may not enrol in:

- (a) an autumn session or spring session subject after the expiration of the second week of the session; or
- (b) a summer session subject after the expiration of the first week of the session; or

(c) a double session or a triple session subject after the expiration of the second week of the first session in which the subject is offered or after the expiration of the first week should the first session of offer be summer session.

(7) Under no circumstances may a candidate enrol in:

- (a) an autumn session or spring session subject after the expiration of the fourth week of the session; or
- (b) a summer session subject after the expiration of the second week of the session; or
- (c) a double session or a triple session subject after the expiration of the fourth week of the first session in which the subject is offered or after the expiration of the second week should the first session of offer be summer session.

009. Requirements for Theses and Minor Theses

- (1) A candidate enrolled for a research subject shall carry out work for the thesis or minor thesis under supervision as set out in Attachment C1 following these Rules.
- (2) The requirements for research subjects are set out in Attachment C2 following these Rules.
- (3) The requirements for preparation and submission of theses and minor theses are set out in Attachment C3 following these Rules.
- (4) The examination of theses and minor theses shall be conducted according to the requirements set out in Attachment C4 following these Rules.

010. Assessment

- (1) In a subject, other than a research subject, the methods of assessment of performance of a candidate shall be determined by the Head.
- (2) In a research subject, the methods of assessment of performance of a candidate shall be determined by the provisions of Attachment C4 and C5 following these Rules.
- (3) Any material presented by a candidate for assessment in a subject must be the work of the candidate and not have been submitted for assessment elsewhere unless otherwise approved.
- (4) (a) Standards of achievement required for the approved grades of performance in a subject, other than a research subject shall be determined by the Head; and
(b) Heads may require students to satisfy minimum attendance

levels at lectures, seminars, tutorials, practicals, laboratories or for other modes of instruction. Failure to comply with such requirements may constitute grounds for failure in the subject concerned.

(5) A mark and an approved grade of performance as set out in Attachment D following these Rules, shall be determined and declared for each subject in which a candidate is enrolled.

(6) Subjects satisfactorily completed at Pass Conceded or Pass Terminating grade may comprise no more than one sixth of the minimum credit point value of an undergraduate course.

(7) Should performance in a subject be affected by illness or other cause beyond the control of a candidate, the circumstances should be reported to the Vice-Principal (Administration) in writing, supported by evidence, normally no later than seven days following the illness or other cause. The circumstances shall be referred to the Head and may be taken into account when assessment of the candidate in that subject is made.

(8) A candidate who satisfactorily completes a subject listed in the appropriate Schedule shall count only once the subject or the number of credit points attached to the subject in that Schedule towards the course.

(9) Except with prior approval, a candidate who satisfactorily completes a subject shall not count that subject, nor the number of credit points attached to that subject, towards a course unless that subject is listed in the appropriate Schedule.

011. Minimum Rate of Progress

(1) A candidate may enrol in a program in accordance with provisions of Rule 005 provided, for a candidate not in the first year of registration, that the rate of progress is at least the minimum specified by the relevant Rule 011(2), (3) or (4).

(2) The required minimum rate of progress by a candidate in an undergraduate course is:

- (a) in the first year of registration, satisfactory completion of subjects having a credit point value of at least one half the credit point value of the subjects offered to completion in the program for the year; and
- (b) in each subsequent year of registration, satisfactory completion of subjects having a credit point value of at least two-thirds the credit point value of the subjects offered to completion in the program for the year.

(3) The required minimum rate of progress by a candidate in one of the

postgraduate courses listed in Parts 3A, 3 and 4 of these Rules is satisfactory completion of subjects having a credit point value of at least one half the credit points attached to the subjects offered to completion in the program for the year.

- (4) (a) The required minimum rate of progress by a candidate in one of the postgraduate courses listed in Part 5 of these Rules is satisfactory completion of subjects, excluding research subjects, having a credit point value of at least one half the credit points attached to the subjects offered to completion in the program for the year.
- (b) The required minimum rate of progress by a candidate in any course listed in Part 6 of these Rules which includes a coursework component, is satisfactory completion of all subjects, excluding research subjects, offered to completion in the program for the year.
- (5) (a) A candidate whose rate of progress is less than the minimum specified in the relevant Rule 011(2), (3) or (4), is subject to provisions set out in Attachment B following these Rules.
- (b) Unless exceptional circumstances apply, a candidate whose rate of progress is less than that specified in Rule 011(4)(b) may not continue registration in that degree; a candidate not meeting this requirement may be permitted to register for a course under part 5 of these Rules, subject to satisfying Rule 011(4)(a).
- (6) A candidate who is subject to Rule 011(5) and is not refused registration may continue registration after consultation with an Academic Adviser to determine a suitable program.

012. Advanced Standing

- (1) A candidate who has completed, at an approved tertiary institution or other establishment, one or more subjects or other work approved for the purpose of this Rule may apply for such advanced standing as provided in Attachment E following these Rules.
- (2) With prior approval, a candidate may be permitted to enrol for a subject at another tertiary institution and, on satisfactory completion of that subject, have it counted towards a course of this University.
- (3) Except with approval, a candidate who has been granted specified credit for a subject or subjects satisfactorily completed at this University or elsewhere shall not be permitted to count substantially corresponding subjects towards a course of this University.

- (4) Except when advanced standing is granted, a candidate shall not be eligible to obtain standing towards a course by satisfactory completion at this University of a subject which corresponds substantially with a subject or subjects completed satisfactorily previously and counted towards a qualification at an approved tertiary institution.

013. Leave of Absence

- (1) A candidate for one of the courses listed in Rules 102 or 202(a):
 - (a) becomes eligible to apply for leave of absence at the beginning of the second year of registration; and
 - (b) may be granted leave of absence for one year provided written application is made to the Vice-Principal (Administration) before the end of the fourth week of autumn session of that year.
- (2) A candidate for one of the honours degrees listed in Rule 203(5) may be granted leave of absence for one or two sessions provided that written application is made to the Vice-Principal (Administration) before the end of the fourth week of the first session for which leave is sought, and provided that the application is for a substantial medical, personal or other reason.
- (3) A candidate for one of the courses listed in Rules 3A02, 302, 402, or 502 may be granted leave of absence for one or two sessions provided that written application is made to the Vice-Principal (Administration) before the end of the fourth week of the first session for which leave is sought.
- (4) A candidate for one of the courses listed in Rule 602 may be granted leave of absence for up to four sessions provided that written application is made to the Vice-Principal (Administration) before the end of the fourth week of the first session for which leave is sought.

014. Conferral of Awards

- (1) A course award may be conferred upon a candidate who has complied with relevant parts of these Rules, satisfied any requirement set out in Attachment F following these Rules and is not indebted to the University, provided that, in addition, a candidate for an undergraduate course has:
 - (a) been registered for that course for at least one year; and
 - (b) has completed the requirements for the 300 level subject component of the major study while so registered, or for prescribed courses, satisfactorily completed subjects with a value of at least 24 credit points while so registered.

- (2) A candidate who has qualified more than once at this University for the same course award, excepting as set out in Rule 014(3), and excepting for those course awards set out in Attachment G following these Rules, shall receive only a statement of the additional qualification setting out the subjects completed and the marks and grades attained.
- (3) A candidate who has qualified twice at this University for the same course award of degree of bachelor or honours degree of bachelor may be awarded the degree of Bachelor of Letters or the honours degree of Bachelor of Letters, as appropriate.

015. Ownership of Work and Intellectual Property

- (1) The University reserves the right to retain, at its discretion, the original or one copy of any work submitted for assessment in a course, competition or a subject, other than a research subject, conducted by the University.
- (2) The University retains the right to intellectual property resulting from work undertaken by a candidate excepting that the candidate may negotiate with the University for ownership of some or all of the intellectual property.
- (3) A candidate retains copyright over a thesis submitted for assessment in a subject or for an award, subject to the requirements prescribed in Attachment C3 following these Rules.

016. General Saving Clause

Notwithstanding anything to the contrary herein contained, Council may dispense with or suspend any requirement of, or prescription by, these Rules.

017. Application for Amending Rules

Should an amendment be made to either or both these Rules or the Attachments following these Rules, the amendment shall apply from the date of implementation, but not retrospectively, to all candidates, unless determined other-wise by Council.

018. Appeal

- (1) A candidate may appeal against any decision made under these Rules.
- (2) An appeal should be made in writing to the Vice-Principal (Administration) within 14 days of notification of the decision referred to in Rule 018(1).
- (3) An appeal shall conform with approved guidelines.

PART 1 - DIPLOMA RULES

101. Preliminary

Part 1 of these Rules applies to a candidate registered for an associate diploma or a

diploma and is to be read in conjunction with relevant provisions of the General Rules and Attachments A, B, D1, E, E1, Z and Z1 following these Rules.

102. Diplomas and Abbreviations

Part 1 of these Rules controls undergraduate courses leading to:

Diploma in Computer Applications (DipCompAppl)

103. Course Requirements for Diplomas

To qualify for award of a diploma a candidate shall complete satisfactorily the subjects prescribed in one of the courses listed in the relevant Schedule in Attachment Z1 following these Rules.

104. Conferral of Awards

Awards will be conferred in accordance with relevant provisions of Rule 014, in addition to which a candidate who attained an approved standard of performance in the course may be awarded the relevant following qualifications with distinction:

- (a) Diploma in Computer Applications; and
- (b) Diploma in Teaching.

PART 2 - BACHELOR DEGREE RULES

201. Preliminary

Part 2 of these Rules applies to a candidate registered for a bachelor degree, and is to be read in conjunction with relevant provisions of the General Rules and Attachments A, B, D1, E, E2, Z and Z2 following these Rules.

202. Bachelor Degrees and the Abbreviations

Part 2 of these Rules controls undergraduate courses, including double degree courses and courses with double specialisations, leading to:

- (a) the pass bachelor degrees:

Bachelor of Arts	BA
Bachelor of Biotechnology	BBiotech
Bachelor of Commerce	BCom
Bachelor of Computer Science	BCompSc
Bachelor of Creative Arts	BCA
Bachelor of Education	BEd
Bachelor of Engineering	BE
Bachelor of Engineering/Bachelor of Commerce	BE/BCom
Bachelor of Environmental Science	BEnvSc
Bachelor of Exercise Science	BExSc
Bachelor of Information Technology and Communication	BInfoTech
Bachelor of Laws	LLB
Bachelor of Letters	LittB
Bachelor of Mathematics	BMath

Bachelor of Mathematics and Finance	BMathFin
Bachelor of Mathematics and Economics	BMathEcon
Bachelor of Mathematical Sciences	BMathSc
Bachelor of Medical Physics	BMed Phys
Bachelor of Medicinal Chemistry	BMedChem
Bachelor of Nursing	BNursing
Bachelor of Science	BSc
Bachelor of Science/Bachelor of Arts	BSc/BA
Bachelor of Teaching	BTeach
Bachelor of Technology	BTech

- (b) the honours bachelor degrees:

Bachelor of Arts	BA(Hons)
Bachelor of Biotechnology	BBiotech (Hons)
Bachelor of Commerce	BCom(Hons)
Bachelor of Computer Science	BCompSc (Hons)
Bachelor of Creative Arts	BCA(Hons)
Bachelor of Education	BEd(Hons)
Bachelor of Engineering	BE(Hons)
Bachelor of Engineering/Bachelor of Commerce	BE(Hons)/BCom
Bachelor of Environmental Science	BEnvSc(Hons)
Bachelor of Exercise Science	BExSc(Hons)
Bachelor of Information Technology and Communication	BInfoTech (Hons)
Bachelor of Laws	LLB(Hons)
Bachelor of Letters	LittB(Hons)
Bachelor of Mathematics	BMath(Hons)
Bachelor of Mathematics and Finance	BMathFin
Bachelor of Medical Chemistry	BMedChem (Hons)
Bachelor of Medical Physics	BMedPhys (Hons)
Bachelor of Nursing	BNursing (Hons)
Bachelor of Science	BSc(Hons)

203. Admission and Registration Requirements

- (1) An applicant shall comply with relevant provisions of Rules 004 and 203(2) to (8).
- (2) To qualify for admission to the conversion course leading to the degree of Bachelor of Education a person shall have:
 - (a) qualified for the appropriate Diploma in Teaching or Bachelor of Teaching of this University or an approved equivalent qualification; and
 - (b) satisfactorily completed other approved requirements.
- (3) To qualify for admission to the course leading to the degree of Bachelor of Laws a person shall have:
 - (a) qualified for the award of a bachelor degree; or
 - (b) complied with any other approved requirements as set out in the Law Schedule.

- (4) To qualify for admission to the conversion course leading to the degree of Bachelor of Nursing a person shall have:

- (a) either:

- (i) qualified for either the Diploma of Applied Science (Nursing) or the Diploma of Nursing of this University or an approved equivalent qualification; or
- (ii) registered or be eligible for registration as a nurse in Australia, and have acceptable qualifications; and

- (b) satisfactorily completed other approved requirements.

- (5) To qualify for admission to a course leading to an honours degree of Bachelor of Arts, Bachelor of Creative Arts, Bachelor of Commerce, Bachelor of Computer Science, Bachelor of Mathematics or Bachelor of Science a person shall have:

- (a) either:

- (i) qualified at this University for the award of a relevant pass bachelor degree, either with merit or in which the 300 level subjects in a relevant major study were completed at an average of Credit grade or better; or
- (ii) qualified at another tertiary institution for the award of a pass bachelor degree containing a coherent study equivalent to a relevant major study and in which the 300 level subjects, or the equivalent, were completed at the equivalent of an average of Credit grade or better; and

- (b) satisfactorily completed other approved requirements.

- (6) A person who does not satisfy the requirements of Rule 203(5) may be considered under Rule 016 for admission to a course for one of the honours bachelor degrees to which Rule 203(5) applies, providing:

- (a) that person has a supporting recommendation from the Head; and
- (b) the recommendation is approved.

- (7) A person who has qualified for one or more honours bachelor degrees and who is qualified for admission to a further course for honours may be permitted to register for that course provided that it differs significantly from satisfactorily completed courses for honours.

- (8) A candidate who, at the end of the prescribed period of registration for a course for honours referred to in Rule 203(5), fails to qualify for the award of any class of honours referred to in Rule 213(10) may not register again as a candidate for an honours bachelor degree in the same academic discipline.

204. Enrolment Requirements

A candidate shall comply with the relevant provisions of Rule 005, in addition to which a candidate registered for an honours bachelor degree may enrol in:

- (a) subjects offered or approved by one academic unit; or
- (b) an approved combination of subjects offered by more than one academic unit.

205. Course Requirements for Bachelor of Arts

- (1) To qualify for award of the degree of Bachelor of Arts a candidate shall accrue an aggregate of at least 144 credit points by satisfactory completion of subjects listed in one or more of the Arts Schedule, the General Schedule or the Health and Behavioural Sciences Schedule.
- (2) Of the 144 credit points:
 - (a) at least 72 credit points, including a major study, shall be for subjects listed in the Arts Schedule or in the Health and Behavioural Sciences Schedule;
 - (b) not more than 60 credit points shall be for 100 level subjects; and
 - (c) at least 36 credit points must be for subjects offered by member units of the Faculty of Arts.

206. Course Requirements for Bachelor of Commerce

- (1) To qualify for award of the degree of Bachelor of Commerce a candidate shall accrue an aggregate of at least 144 credit points, including a major study, by satisfactory completion of subjects listed in the General Schedule.
- (2) The 144 credit points shall include the subjects prescribed for one of the specialisations or combined specialisations listed in the Commerce Schedule.
- (3) Of the 144 credit points, not more than 72 credit points shall be for 100 level subjects.

206A. Course Requirements for Bachelor of Computer Science

- (1) To qualify for the award of the degree of Bachelor of Computer Science a candidate shall:

- (a) accrue an aggregate of at least 144 credit points, including a major study in Computer Science, by the satisfactory completion of subjects listed in either or both the Computer Science Schedule and the General Schedule; and
- (b) satisfy the requirements prescribed in the Computer Science Schedule

- (2) Of the 144 credit points, not more than 60 credit points shall be for 100 level subjects.

207. Course Requirements for Bachelor of Mathematics

- (1) To qualify for the award of the degree of Bachelor of Mathematics a candidate shall:

- (a) accrue an aggregate of at least 144 credit points, including a major study in Mathematics, by the satisfactory completion of subjects listed in either or both the General Schedule and the Mathematics Schedule; and
- (b) satisfy the requirements prescribed in the Mathematics Schedule.

- (2) Of the 144 credit points, not more than 60 credit points shall be for 100 level subjects.

- (3) Of the 144 credit points, either:

- (a) at least 96 credit points shall be for subjects listed in the Mathematics Schedule, and as prescribed therein, or
- (b) at least 84 credit points shall be for subjects listed in the Mathematics Schedule, and as prescribed therein and, in addition, at least 48 credit points, including a major study, shall be for subjects offered by, or for, any one academic unit as listed in the General Schedule.

208. Course Requirements for Bachelor of Science

- (1) To qualify for award of the degree of Bachelor of Science, a candidate shall accrue an aggregate of at least 144 credit points by satisfactory completion of subjects listed in one or more of the General Schedule, the Health and Behavioural Sciences Schedule and the Science Schedule.
- (2) The 144 credit points shall include a major study as prescribed in:
 - (a) the Health and Behavioural Sciences Schedule; or
 - (b) the Science Schedule.

- (3) Of the 144 credit points, no more than 60 credit points shall be for 100 level subjects.

209. Course Requirements for Prescribed Courses for Bachelor Degrees

To qualify for the award of the degree of:

Bachelor of Biotechnology;
 Bachelor of Creative Arts;
 Bachelor of Education;
 Bachelor of Engineering;
 Bachelor of Environmental Science;
 Bachelor of Exercise Science;
 Bachelor of Information Technology & Communication;
 Bachelor of Laws;
 Bachelor of Mathematics and Economics
 Bachelor of Mathematics and Finance
 Bachelor of Mathematical Sciences
 Bachelor of Medical Physics;
 Bachelor of Medicinal Chemistry;
 Bachelor of Nursing;
 Bachelor of Teaching; or
 Bachelor of Technology;

a candidate shall complete satisfactorily the subjects prescribed in one of the courses in the relevant Schedule in Attachment Z2 following these Rules.

210. Course Requirements for Prescribed Combined Courses for Bachelor Degrees

To qualify for the award of the degree of:

Bachelor of Engineering/Bachelor of Commerce; or
 Bachelor of Science/Bachelor of Arts

a candidate shall complete satisfactorily the subjects prescribed in one of the courses in the relevant Schedule in Attachment Z2 following these Rules.

211. Course Requirements for Prescribed Double Degree Courses for Bachelor Degrees

To qualify for the award of the degrees of:

Bachelor of Arts-Bachelor of Commerce;
 Bachelor of Arts-Bachelor of Engineering;
 Bachelor of Arts-Bachelor of Laws;
 Bachelor of Commerce-Bachelor of Creative Arts;
 Bachelor of Commerce-Bachelor of Laws;
 Bachelor of Computer Science - Bachelor of Education;
 Bachelor of Computer Science-Bachelor of Laws;
 Bachelor of Computer Science - Bachelor of Science;
 Bachelor of Creative Arts-Bachelor of Laws;
 Bachelor of Information Technology & Communication-Bachelor of Laws;
 Bachelor of Mathematics - Bachelor of Computer Science;
 Bachelor of Mathematics-Bachelor of Engineering;
 Bachelor of Mathematics-Bachelor of Laws;
 Bachelor of Science-Bachelor of Laws;
 or
 Bachelor of Science-Bachelor of Engineering;

a candidate shall complete satisfactorily the subjects prescribed in one of the double

degree courses in the relevant Schedule in Attachment Z2 following these Rules.

212. Course Requirements for Honours Bachelor Degrees in Arts, Creative Arts, Commerce, Computer Science, Mathematics, Nursing and Science

- (1) Except for the Honours degree of Bachelor of Arts where the program of study is Japanese, to qualify for award of an honours degree of:

Bachelor of Arts;
Bachelor of Creative Arts;
Bachelor of Commerce;
Bachelor of Computer Science;
Bachelor of Mathematics;
Bachelor of Nursing; or
Bachelor of Science;

by either a single or a combined program of study as prescribed in Rule 204, a full time candidate shall, within a period of two consecutive sessions not including summer session, or a part time candidate shall, within a period of four consecutive sessions not including summer session, as prescribed at registration, accrue an aggregate of at least 48 credit points by the satisfactory completion of an approved combination of 400 level subjects listed under the entries of the relevant academic unit or units in the appropriate Schedule or Schedules.

- (2) To qualify for award of the Honours degree of Bachelor of Arts where the program of study is Japanese, a candidate shall within two consecutive sessions of full-time study not including summer session, followed by a further two consecutive sessions of full-time study not including summer session, or a further four consecutive sessions of part-time study not including summer session, as prescribed at registration, accrue an aggregate of at least 96 credit points by the satisfactory completion of an approved combination of 400-level subjects listed under the entry of the relevant academic unit in the appropriate Schedule or Schedules.

213. Conferral of Awards

- (1) Awards shall be conferred in accordance with the relevant provisions of Rules 014 and 213(2) to (10).
- (2) Notwithstanding the provisions of part (1) of each of Rules 205 to 209, the degree of:

Bachelor of Arts;
Bachelor of Commerce;
Bachelor of Computer Science;
Bachelor of Creative Arts;
Bachelor of Mathematics; or
Bachelor of Science;

may be conferred upon a candidate registered for a relevant double degree course and who satisfies the other provisions of the relevant Rule by the satisfactory completion of subjects

having a value of at least 144 credit points of which:

- (a) a prescribed minimum number of credit points, including a major study, shall be for subjects listed in the General Schedule; and
- (b) the other credit points shall be either, or both, for subjects prescribed in the double degree course or for subjects from the General Schedule.
- (3) The degree of Bachelor of Arts may be conferred upon a candidate for the Bachelor of Arts-Bachelor of Education degrees who satisfactorily completes subjects having the value of at least 144 credit points and which satisfy requirements stipulated in Rule 205.
- (4) Prior to the conferring of a degree of Bachelor of Education or an honours degree of Bachelor of Education upon a candidate who holds either a Diploma in Teaching or a Bachelor of Teaching of this University, the candidate shall surrender the testamur for that Diploma in Teaching and in so doing shall surrender all rights relating to the diploma.
- (5) Prior to the conferring of an Honours degree of Bachelor of Arts upon a candidate who holds a Graduate Diploma in Arts (specialising in Japanese) of this University attained by satisfactory completion of subjects prescribed for the first year for the Honours degree of Bachelor of Arts, the candidate shall surrender the testamur for that Graduate Diploma in Arts and in so doing shall surrender all rights relating to the diploma.
- (6) Prior to the conferring of a degree of Bachelor of Biotechnology or an honours degree of Bachelor of Biotechnology upon a candidate who holds a Bachelor of Science of this University attained by satisfactory completion of subjects prescribed for the first three years for the degree of Bachelor of Biotechnology, the candidate shall surrender the testamur for that Bachelor of Science and in so doing shall surrender all rights relating to the degree.

- (7) A candidate who has attained an approved standard of achievement in the course for the pass degree of Bachelor of Commerce may be awarded that degree with merit.
- (8) A pass bachelor degree shall not be conferred upon a candidate who is registered for the corresponding honours bachelor degree.
- (9) Prior to the conferring of a degree of Bachelor of Laws upon a candidate who holds a Graduate Diploma in Law, with specialisation other than Court Policy and Administration, of this University, the candidate shall surrender the testamur for that graduate diploma and in doing so

shall surrender all rights relating to the graduate diploma.

- (10) Prior to the conferring of an honours bachelor degree upon a candidate who holds the corresponding pass bachelor degree of this University, the candidate shall surrender the testamur for that pass bachelor degree and in doing so shall surrender all rights relating to the pass bachelor degree.

- (11) A candidate for a pass degree of:

Bachelor of Engineering;
Bachelor of Laws;

either independently or as a component of a double degree course;

or a candidate for a pass degree of:

Bachelor of Biotechnology;
Bachelor of Education;
Bachelor of Engineering/
Bachelor of Commerce;
Bachelor of Environmental
Science;
Bachelor of Information
Technology &
Communication;
Bachelor of Mathematics/
Bachelor of Engineering; or
Bachelor of Science/Bachelor of
Engineering;

who completes satisfactorily the subjects prescribed in one of the courses listed in the relevant schedule at the standard of achievement prescribed in Attachment D1(3) following these Rules, shall receive the corresponding honours degree.

- (12) A candidate who satisfactorily completes relevant requirements may be awarded the honours bachelor degree in one of the classes:

Honours Class I;
Honours Class II Division 1;
Honours Class II Division 2;
Honours Class III;

determined as set out in Attachment D1(2) and (3) following these Rules.

PART 3A – GRADUATE
CERTIFICATE RULES

3A01. Preliminary

Part 3A of these Rules applies to a candidate registered for a graduate certificate and is to be read in conjunction with relevant provisions of the General Rules and Attachments A, B, D1, D2, E, Z, Z2 and Z3 following these Rules.

3A02. Graduate Certificates and the Abbreviations

Part 3A of these Rules controls postgraduate courses leading to the graduate certificates:

Graduate Certificate in Adult Career Development	GCertCareer Dev
Graduate Certificate in Business Information Systems*	GCertBIS
Graduate Certificate in Engineering	GCertEng
Graduate Certificate in Management	GCertMgmt
Graduate Certificate in Migration and Development	GCertMigrDev
Graduate Certificate in Health Policy and Management	GCertHP&M
Graduate Certificate in Higher Education	GCertHigherEd
Graduate Certificate in History Education	GCertHistEd
Graduate Certificate in Total Quality Management	GCertTQM

3A03. Course Requirements for the Graduate Certificate

To qualify for award of a graduate certificate, a candidate shall:

- (a) accrue an aggregate of at least 24 credit points by the satisfactory completion of subjects approved by the Head and prescribed in one of the courses listed in the relevant Schedules in Attachment Z3 following these Rules; and
- (b) be subject to any provisions of the Course Requirements for that particular graduate certificate.

PART 3B - GRADUATE
DIPLOMA RULES

3B01. Preliminary

Part 3 of these Rules applies to a candidate registered for a graduate diploma and is to be read in conjunction with relevant provisions of the General Rules and Attachments A, B, D1, D2, E, Z, Z2 and Z3 following these Rules.

* Subject to approval.

3B02. Graduate Diplomas and the Abbreviations

Part 3 of these Rules controls postgraduate courses leading to the graduate diplomas:

Graduate Diploma in Adult Education and Training	GDipAdultEd
Graduate Diploma in Arts	GDipArts
Graduate Diploma in Commerce	GDipCom
Graduate Diploma in Computer Based Learning	GradDipCBL
Graduate Diploma in Education	GDipEd
Graduate Diploma in Educational Studies*	GDipEdStudies
Graduate Diploma in Engineering	GDipEng
Graduate Diploma in General Practice	GDipGenPrac
Graduate Diploma in Law	GDipLaw
Graduate Diploma in Mining Management	GDipMinMgt
Graduate Diploma in Natural Resources Law	GDipNatResLaw
Graduate Diploma in Nursing	GDipNursing
Graduate Diploma in Public Health	GDipPH
Graduate Diploma in Science	GDipSc
Graduate Diploma in Statistics	GDipStat
Graduate Diploma in Total Quality Management	GDipTQM

3B03. Admission and Registration Requirements

- (1) A candidate shall comply with the relevant provisions of Rules 004 and 303(2) or (3).
- (2) An applicant for registration for the Graduate Diploma in Educational Studies must have qualified for a three year teaching diploma or the equivalent from an approved institution and have at least one year, or the equivalent, of acceptable professional experience.
- (3) An applicant for registration for the Graduate Diploma in Science with specialisation in Community Health or in Mental Health must have qualified for an approved three year health profession diploma or the equivalent from an approved institution and have at least one year, or the equivalent, of acceptable professional experience.

3B04. Course Requirements for the Graduate Diploma

To qualify for award of a graduate diploma, a candidate shall:

* Not offered from 1996.

- (a) accrue an aggregate of at least 48 credit points, including at least 6 credit points at a level other than 900 level, by the satisfactory completion of subjects approved by the Head and prescribed in one of the courses listed in the relevant Schedules in Attachment Z3 following these Rules; and
- (b) be subject to any provisions of the Course Requirements for that particular graduate diploma.

3B05. Conferral of Awards

- (1) A Graduate Diploma in Law with specialisation other than Court Policy and Administration, shall not be conferred upon a candidate who is registered for the degree of Bachelor of Laws.
- (2) Candidates for the Honours degree of Bachelor of Arts (specialising in Japanese) may have the Graduate Diploma in Arts conferred upon them if they satisfactorily complete the first year of the two year program.
- (3) Prior to the conferring of a graduate diploma upon a candidate who holds a graduate certificate of this University and which was a component of the graduate diploma, the candidate shall surrender the testamur for that graduate certificate and in doing so shall surrender all rights relating to that graduate certificate.

PART 4 - MASTERS DEGREE
RULES

401. Preliminary

Part 4 of these Rules applies to a candidate registered for a masters degree and is to be read in conjunction with relevant provisions of the General Rules and Attachments A, B, D1, D2, E, Z, Z2 and Z3 following these Rules.

402. Masters Degrees and the Abbreviations

Part 4 of these Rules controls postgraduate courses leading to the masters degrees:

Master of Arts	MA
Master of Business Administration	MBA
Master of Commerce	MCom
Master of Computer Science	MCompSc
Master of Creative Arts	MCA
Master of Education	MEd
Master of Engineering Studies	MEngStud
Master of Information Technology and Communication	MInfoTech
Master of Laws	LLM
Master of Mathematics	MMath
Master of Mining Management	MMinMgt
Master of Nursing	MNursing
Master of Policy	MPol
Master of Public Health	MPH
Master of Science	MSc
Master of Statistics	MStat

403. Course Requirements for the Masters Degree

- (1) To qualify for award of a masters degree, a candidate shall:
 - (a) undertake an approved course recommended by the Head;
 - (b) accrue the required number of credit points by satisfactory completion of subjects comprising the course as set out in Rule 403(2), (3) or (4); and
 - (c) be subject to any provisions of the Course Requirements for that particular masters degree.
- (2) For a candidate who has satisfactorily completed a relevant major study or approved work equivalent to a relevant major study, either as part of a completed bachelor degree or in addition to a completed bachelor degree, the course shall comprise subjects having a value of at least 48 credit points at 900 level and selected from the relevant Schedules in Attachment Z3.
- (3) For a candidate who has completed a bachelor degree, or an approved equivalent qualification, which does not include a relevant major study or the equivalent of a relevant major study, the course shall comprise subjects having a value of at least 72 credit points of which:
 - (a) at least 48 credit points at 900 level shall be for subjects selected from the relevant Schedules in Attachment Z3; and
 - (b) the credit points constituting the remainder of the program shall be for subjects at 200, 300, 400, 800 or 900 level selected from the relevant Schedules in Attachments Z2 or Z3; a maximum of 12 credit points may be for subjects at the 200 level.
- (4) For a candidate for a degree of Master of Business Administration or Master of Science with specialisation in Science Administration, the course shall comprise subjects having a value of at least 96 credit points, selected from the relevant Schedules in Attachment Z3.

404. Conferral of Awards

- (1) Awards shall be conferred in accordance with the relevant provisions of Rules 014, and 404(2) and (3).
- (2) Prior to the conferring of a masters degree upon a candidate who holds a graduate diploma of this University and which was a component of the masters degree, the candidate shall surrender the testamur for that graduate diploma and in doing so shall surrender all rights relating to that graduate diploma.

- (3) Prior to the conferring of the degree of Master of Business Administration upon a candidate who holds a degree of Master of Management of this University, the candidate shall surrender the testamur for the degree of Master of Management and in doing so shall surrender all rights relating to that degree.

PART 5 - HONOURS MASTERS DEGREE RULES**501. Preliminary**

Part 5 of these Rules applies to a candidates registered for an honours masters degree and is to be read in conjunction with relevant provisions of the General Rules, and Attachments A, B, C, D1, D2, E, Z, Z2 and Z3 following these Rules.

502. Honours Masters Degrees and the Abbreviations

Part 5 of these Rules controls postgraduate courses leading to the honours masters degrees:

Honours Master of Arts	MA(Hons)
Honours Master of Commerce	MCom(Hons)
Honours Master of Education	MEd(Hons)
Honours Master of Engineering	ME(Hons)
Honours Master of Environmental Science	MEnvSc(Hons)
Honours Master of Information Technology	MInfoTech (Hons)
Honours Master of Laws	LLM(Hons)
Honours Master of Nursing	MNursing (Hons)
Honours Master of Science	MSc(Hons)
Honours Master of Total Quality Management	MTQM(Hons)

503. Course Requirements for the Honours Masters Degree

- (1) To qualify for award of an honours masters degree, a candidate shall:
 - (a) undertake an approved course as recommended by the Head;
 - (b) accrue the required number of credit points by satisfactory completion of subjects comprising the course as set out in Rule 503(2) and (3);
 - (c) be subject to any provisions of the Course Requirements for that particular honours masters degree; and
 - (d) satisfactorily complete such examinations and other work as may be prescribed.
- (2) For a candidate who has completed a bachelor degree at a standard of

Honours Class II Division 2 or higher or approved equivalent qualification, or in the case of a candidate for the Honours Master of Engineering who has completed a degree of Bachelor of Engineering of this University at a standard of Honours Class III or higher or approved equivalent qualification, the course shall comprise subjects having a value of at least 48 credit points at 900 level selected from the relevant Schedules in Attachment Z3.

- (3) For a candidate who has completed a bachelor degree but has not satisfied the requirements stipulated in Rule 503(2), the course shall comprise subjects having a value of at least 96 credit points of which:

- (a) subjects having a value of at least 48 credit points at 900 level shall be selected from the relevant Schedules in Attachment Z3; and
- (b) subjects having a value of at most 48 credit points shall be selected from the relevant Schedules in Attachments Z2 and Z3, save that, other than in exceptional approved circumstances, no credit points shall be for 100 or 200 level subjects and, at most, 24 credit points shall be for 300 level subjects.

504. Conferral of Awards

- (1) Awards shall be conferred in accordance with the relevant provisions of Rules 014 and 504(2).
- (2) Prior to the conferring of an honours masters degree upon a candidate who holds a graduate diploma of this University and which was a component of the honours masters degree, the candidate shall surrender the testamur for that graduate diploma and in doing so shall surrender all rights relating to that graduate diploma.

505. Outside Work

A full time candidate may be permitted to undertake teaching in the University or other work which, in the judgment of Council, will not interfere with pursuit of the course.

PART 6 - DOCTORAL DEGREE RULES**601. Preliminary**

Part 6 of these Rules applies to a candidate registered for a doctoral degree by thesis and is to be read in conjunction with relevant provisions of the General Rules and Attachments A, B, C, Z and Z3 following these Rules.

- (2) For a candidate who has completed a bachelor degree at a standard of

602. Doctoral Degrees and the Abbreviations

Part 6 of these Rules controls postgraduate courses leading by thesis to the doctoral degrees:

Doctor of Philosophy	PhD
Doctor of Creative Arts	DCA
Doctor of Education	EdD
Doctor of Public Health	DPH

603. Admission and Registration Requirements

- (1) An applicant shall comply with the provisions of Rules 004 and 603(2) to (4).
- (2) An applicant for registration as a candidate for a doctoral degree shall have qualified for a bachelor degree with Honours Class II, Division 2 or higher of this University or possess an approved equivalent qualification from another institution.
- (3) Notwithstanding any other provisions of these Rules, the Head shall recommend whether the applicant is fit to undertake study leading to the award of a doctoral degree and certify that the unit has the necessary resources to provide supervision in the discipline in which the applicant proposes to study.
- (4) A candidate shall register as a full time candidate for a doctoral degree except that:
 - (a) a member of the full time staff of the University may be accepted as a part time candidate for the degree; and
 - (b) a person who is not a member of the full time staff of the University, but who, in the opinion of Council, is engaged in an occupation which provides opportunity to pursue study in the relevant academic unit may be accepted as a part time candidate for the degree,

in which cases a minimum period for the duration of study shall be prescribed.

604. Course Requirements for Doctor of Philosophy, Doctor of Creative Arts, Doctor of Education and Doctor of Public Health.

A candidate for a degree by thesis of Doctor of Philosophy, Doctor of Creative Arts, Doctor of Education or Doctor of Public Health shall enrol in a research subject comprising a thesis and undertake an approved study which may include specified course and/or practical work and/or performance as recommended by the Head.

605. Outside Work

A full time candidate may be permitted to undertake teaching in the University or other work which, in the judgement of Council, will not interfere with pursuit of the course.

PART 7 - DOCTORAL DEGREE BY PUBLICATION RULES**701. Preliminary**

Part 7 of these Rules applies to a candidate for a doctoral degree by publication and is to be read in conjunction with the relevant provisions of the General Rules and Attachments B, C, Z and Z3 following these Rules.

702. Doctoral Degree and the Abbreviation

Part 7 of these Rules controls the postgraduate course leading by publication to the doctoral degree:

Doctor of Philosophy	PhD
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703. Requirements for Doctor of Philosophy by Publication

- (1) A person may apply for admission as a candidate for the degree of Doctor of Philosophy by publication provided that person:
 - (a) (i) is a graduate of this University or of the University of New South Wales at the Wollongong University College; and
 - (ii) has standing of not less than eight years after admission to the first degree for which the candidate has qualified; or
 - (b) is not a graduate of this University but is a member of the full time academic staff with standing of not less than eight years after admission to a first degree of another University.
- (2) An application, accompanied by the prescribed charge, shall be made in writing to the Vice Principal (Administration) and shall include:
 - (a) identification of the academic unit with which the contribution to scholarship is considered to be most closely associated;
 - (b) five copies of a list of published works on which the claim for admission to the degree is based;
 - (c) five copies of the works listed in 703(2)(b), all works, apart from quotations, to be presented in, or translated into, English, unless otherwise approved; and
 - (d) a statement, which shall be an overview of normally not less than 5,000 words, setting out ways in which the collective publications provide an original and significant contribution to knowledge and incorporating:
 - (i) details of sources from which the works were derived;

(ii) details of the extent to which work of others has been availed upon;

(iii) details of the extent to which the applicant was responsible for the initiation, conduct and direction of any joint works submitted as part of the application;

(iv) evidence that the publications have standing as significant contributions to knowledge; and

(v) a declaration identifying any of the works referred to in Rule 703(2)(b) which have been submitted for any qualification of any tertiary institution.

704. Course Requirements for Doctor of Philosophy by Publication

A candidate for the degree of Doctor of Philosophy by publication shall enrol in a research subject comprising a thesis in accordance with the provisions of Attachment C1 following these Rules.

705. Examination

- (1) Should Council be satisfied that the submitted work is sufficiently high quality to be prima facie worthy of examination for the degree, it shall appoint examiners as prescribed in Attachment C4 following these Rules.
- (2) The examination shall comprise examination of the submitted published work and an oral examination on that work and on the general relevant field of knowledge to which it pertains and shall be conducted as prescribed in Attachment C5 following these Rules.

PART 8 - HIGHER DOCTORAL DEGREE RULES**801. Preliminary**

Part 8 of these Rules applies to a candidate for a prestigious higher doctoral degree and is to be read in conjunction with relevant provisions of the General Rules and Attachments B, C, Z and Z3 following these Rules.

802. Higher Doctoral Degrees and the Abbreviations

Part 8 of these Rules controls postgraduate courses leading to the higher doctoral degrees:

Doctor of Laws	LLD
Doctor of Letters	DLitt
Doctor of Science	DSc

803. Requirements for Doctor of Laws, Doctor of Letters and Doctor of Science

- (1) A person may apply for admission as a candidate for the degree of Doctor of Laws, Doctor of Letters or Doctor of Science provided that person:
 - (a) (i) is a graduate of this University or of the University of New South Wales at the Wollongong University College; and
 - (ii) has standing of not less than eight years after admission to the first degree for which the candidate has qualified; or
 - (b) is not a graduate of this University but is a member of the full time academic staff with standing of not less than eight years after admission to a first degree of another University.
- (2) An application shall be made in writing to the Vice Principal (Administration) and shall include:
 - (a) identification of the academic unit with which the contribution to scholarship is considered to be most closely associated;
 - (b) five copies of a list of published and/or unpublished works on which the claim for admission to the degree is based;
 - (c) five copies of the works listed in 803(2)(b), all works, apart from quotations, to be presented in, or translated into, English, unless otherwise approved; and
 - (d) a statement, which shall be an overview of normally not less than 5,000 words, setting out ways in which the collective works provide an original and significant contribution to knowledge and incorporating:
 - (i) details of sources from which the works were derived;
 - (ii) details of the extent to which work of others has been availed upon;
 - (iii) details of the extent to which the applicant was responsible for the initiation, conduct and direction of any joint works submitted as part of the application;
 - (iv) evidence that the publications have standing as significant and sustained contributions to knowledge; and
 - (v) a declaration identifying any of the works referred to in Rule 803(2)(b) which

have been submitted for any qualification of any tertiary institution.

804. Examination

- (1) Should Council be satisfied that the submitted work is sufficiently high quality to be prima facie worthy of examination for the degree, it shall appoint examiners as prescribed in Attachment C4 following these Rules.
- (2) The applicant may be required to respond orally or in writing to questions concerning the work.
- (3) The examination of the work submitted shall be rigorous and conducted as prescribed in Attachment C5 following these Rules.

ATTACHMENTS REFERRED TO IN THE COURSE RULES

A. Time Limits for Course Completion

- (1) The minimum and maximum time limits for completion of courses listed in Attachment A(2) to (7) apply except when approved to the contrary in exceptional circumstances. For postgraduate courses, the time limits do not include summer sessions.
- (2) A candidate may be registered for an undergraduate course for a maximum period of three times the normal minimum duration for completion of that course, excluding approved leave of absence. The normal minimum duration for an undergraduate course with value of 144 credit points is three years and pro rata for most courses having other credit point values.
- (3A) A candidate for a graduate certificate may be registered for that certificate for no more than:
 - (a) two consecutive sessions as a full-time candidate; or
 - (b) four consecutive sessions as a part-time candidate.
- (3) A candidate for a graduate diploma or a 48 credit point masters degree may be registered for that diploma or degree for no more than:
 - (a) four consecutive sessions as a full time candidate; or
 - (b) eight consecutive sessions as a part time candidate.
- (4) A candidate for a 72 or a 96 credit point masters degree may be registered for that degree for no more than:
 - (a) six consecutive sessions as a full time candidate; or
 - (b) twelve consecutive sessions as a part time candidate.

- (5) A candidate for a 48 credit point honours masters degree may be registered for that degree for:

- (a) no less than two consecutive sessions, and no more than four consecutive sessions as a full time candidate; or
- (b) no less than three consecutive sessions, and no more than eight consecutive sessions as a part time candidate.

- (6) A candidate for a 96 credit point honours masters degree may be registered for that degree for:

- (a) no less than three consecutive sessions, and no more than six consecutive sessions as a full time candidate; or
- (b) no less than five consecutive sessions, and no more than twelve consecutive sessions as a part time candidate.

- (7) A candidate for a doctoral degree under Part 6 of these Rules by thesis may be registered for that degree for:

- (a) no less than four consecutive sessions, and no more than eight consecutive sessions as a full time candidate; or
- (b) no less than six consecutive sessions, and no more than twelve consecutive sessions as a part time candidate;

except that:

- (c) a candidate who, before registration, was engaged upon approved study may be exempted from not more than two sessions;
- (d) in special circumstances, a candidate may be permitted to devote not more than one calendar year to study at another institution provided that the work shall be supervised in an approved manner; and
- (e) in exceptional cases, a candidate may apply to be exempted from not more than two of the sessions stipulated in Attachment A(7)(a) or (b).

B. Refusal of Registration

- (1) A candidate may be refused registration by reason of:

- (a) suspension from this University for a defined period; or
- (b) exclusion from this University for a defined period; or
- (c) expulsion from this University.

- (2) A person who is:

- (a) suspended may be re-admitted to this University at the conclusion of the defined period of suspension;
 - (b) excluded must apply for admission to this University at the conclusion of the period of exclusion should re-admission be sought; and
 - (c) expelled shall not be re-admitted except by permission of Council.
- (3) The period of suspension will comprise one or more sessions and the remainder of the session in which the suspension is applied.
 - (4) The period of exclusion will comprise one or more years and the remainder of the year in which the exclusion is applied.
 - (5) Any record of performance issued by this University in respect of a person refused registration as prescribed in Attachment B(1), shall include detail of such suspension, exclusion or expulsion.

C1. Supervision for Theses and Minor Theses

- (1) A candidate for an honours master degree by thesis, or by coursework and either thesis or minor thesis, or for a doctoral degree, shall carry out the thesis or minor thesis work required for the research subject under the direction of a supervisor or supervisors, of whom at least one shall be a full time member of the academic staff, appointed under approved conditions.
- (2) Should the supervisor be absent from the University for a period exceeding six weeks, that supervisor shall recommend an alternative supervisor to be appointed under approved conditions for the period of absence.
- (3) Work in a research subject, other than field work, shall be carried out in an academic unit of this University save that in special cases a candidate may be permitted to conduct work at other places where suitable facilities are available; such permission will be granted on the condition that direction of the work remains entirely under the control of the supervisor appointed pursuant to Attachment C1(1).
- (4) After consultation with the Head and on written application from a candidate, a change of supervisor may be approved.
- (5) Before approving the registration of an applicant as a candidate, Council shall be satisfied that adequate supervision and facilities for the proposed work are available.

C2. Requirements for Research Subjects

- (1) A candidate shall, not later than one session after registration, submit the title of the thesis or minor thesis through the Head for approval; upon approval, the title may not be changed except with further approval.
- (2) A candidate enrolled for a research subject shall submit annually to Council, through the Head, a report on progress of work for the thesis or minor thesis.
- (3) A candidate shall submit to the Head two months written notice of intention to submit the thesis or minor thesis.
- (4) On completion of a research subject, a candidate shall submit a thesis or minor thesis embodying the results of the work undertaken in the subject.
- (5) The thesis or minor thesis shall be presented in a form which complies with the requirements set out in Attachment C3 and shall include a certificate indicating the extent to which the work has been performed by the candidate.
- (6) The candidate may submit for consideration any relevant work that has been published.
- (7) A candidate may not submit as the major part of a thesis any work or material which has previously been submitted for a degree of the University or other similar award of another tertiary institution, except for the case of a thesis submitted for the degree of Doctor of Philosophy of this University and recommended by the examiners that it be submitted for the honours masters degree.
- (8) A candidate submitting a thesis for a doctoral degree must comply with the following additional requirements:
 - (a) the majority of the work submitted shall have been completed subsequent to registration for the degree;
 - (b) the work shall comprise an original and significant contribution to knowledge of the subject;
 - (c) the thesis must present an account by the candidate of the study; and
 - (d) in special cases, study carried out jointly with other persons may be accepted, provided Council is satisfied that the contribution by the candidate to the joint study is adequate.

C3. Procedures Governing the Preparation and Submission of Theses and Minor Theses

- (1) A candidate required to submit a thesis for an honours masters degree or a doctoral degree shall submit to the Vice-Principal (Administration) at least

four copies of the thesis and supporting work, at least two of which shall be bound according to the specifications set out in Attachment C3(4), together with a certificate from the supervisor stipulating that the thesis is in a form suitable for submission to the examiners. All copies of the thesis shall include a summary of approximately 200 words and a certificate signed by the candidate stipulating that the work has not been submitted for a degree to any other university or institution.

- (2) The theses and other relevant work may be submitted for examination to the Vice-Principal (Administration) provided the candidate has completed the required minimum period of registration and is registered for the degree.
- (3) Theses are to be prepared in accordance with the following specifications, save that variation may be approved after consultation with the supervisor:
 - (a) the text of the thesis, normally in English, shall be in double-spaced typescript;
 - (b) the size of the paper shall approximate International Standards Organisation paper size A4 (297 mm x 210 mm) except for illustrative material such as drawings, photographs, printouts and sleeves for audio records, on which no restriction is placed; the paper used in all copies shall be white opaque paper of good quality;
 - (c) the margins on each sheet shall be not less than 40 mm on the bound side, 20 mm on the unbound side, 30 mm at the top and 20 mm at the bottom;
 - (d) there shall be a title sheet set out in accordance with the approved style sheet.
- (4) The bound copies of the thesis shall be presented in the following manner:
 - (a) the thesis shall be bound in boards, covered with buckram;
 - (b) the lettering on the spine binding will be 10mm in height and will be:
 - (i) 15 mm from the bottom and across - UW;
 - (ii) 70 mm from the bottom and across - the degree;
 - (iii) underneath the degree, the year of submission of the thesis; and
 - (iv) evenly spaced between the degree and the top, reading upwards, the name of the author, initials of given name or names

- first followed by family name;
- (c) no other lettering or decoration is permitted on the spine or elsewhere on the binding;
- (d) in the binding of a thesis which includes mounted photographs, graphs, or similar method, or contains a back-pocket, packing shall be inserted at the spine to ensure even thickness of the volume;
- (e) a completed and signed "Declaration Relating to Disposition of Thesis" as prescribed in Attachment C3(8), shall be affixed to the inside of the front cover of each copy of the thesis submitted for examination;
- (f) the thesis shall be presented in a permanent and legible form as original typescript, offset printing, or copy by other approved technique.
- (5) Following examination of the thesis, with recommendation in accordance with Attachment C4(6)(a), (b), (d) or (e), the unbound copies shall be returned to the candidate, who shall make necessary corrections, if any, and present to the Vice-Principal (Administration) two copies of the thesis, bound in accordance with Attachment C3(4).
- (6) The degree will not be conferred until the two bound copies are lodged with the Vice-Principal (Administration) and appropriately accompanied by a letter from the Head certifying that, if required, corrections have been satisfactorily completed.
- (7) No thesis submitted for a higher degree shall be retained in the Library for record purposes only but, within copyright privileges of the author, shall be public property and accessible for consultation at the discretion of the Librarian.
- (8) To stipulate the wishes of a candidate for a higher degree regarding utilisation of the contents of the thesis, the candidate is required to complete a "Declaration Relating to Disposition of Thesis" available from the Vice-Principal (Administration):
- Form 1 to permit the University Librarian to publish or to authorise the publication of the thesis or grant access to it; or
 - Form 2 to withhold the right of the University Librarian to publish the thesis; or
 - Form 3 to allow the University Librarian to publish the thesis under certain conditions; or
 - Form 4 to withhold the right of the University Librarian to grant
- access, without written consent of the author, to the thesis for up to three years.
- (9) The abstract submitted with a doctoral thesis shall be forwarded by the Librarian to University Microfilms International for inclusion in Dissertation Abstracts Information Service.
- (10) A candidate submitting a thesis should consult the "Policy on Consultancies and Intellectual Property" in the Management Handbook, available from Heads, for information about the University policy on intellectual property.
- C4. Examination of Theses and Minor Theses**
- (1) Council shall appoint at least:
- three examiners of the thesis, of whom at least one shall be normally a member of the relevant academic unit and at least two shall be external to the University for a candidate for a higher doctoral degree;
 - two examiners of the thesis, each of whom shall be external to the University for a candidate for a doctoral degree; and
 - two examiners of the thesis or minor thesis, not more than one of whom shall be internal to the University for a candidate for an honours masters degree.
- (2) A supervisor of a candidate may not be an examiner of a thesis or minor thesis submitted by that candidate.
- (3) A supervisor of a candidate who has submitted a thesis or minor thesis shall provide a certificate indicating:
- whether the supervisor is in agreement with the statement submitted by the candidate in accordance with Attachment C2 (5); and
 - whether, in the opinion of the supervisor, the thesis is presented in a form that complies with the requirements of Attachment C3 and is prima facie worthy of examination.
- (4) An examiner of a thesis or minor thesis for an honours masters degree shall be asked to report on:
- whether the thesis demonstrates that the candidate has an adequate understanding of the field of research;
 - whether the thesis demonstrates that the candidate has designed, undertaken and reported on an investigation in the specified field of research to a satisfactory level;
- (c) whether the candidate has presented the thesis in a manner and level appropriate to the field of research; and
- (d) whether the literary standard of the thesis is adequate.
- (5) An examiner of a thesis for a doctoral degree by thesis shall be asked to report on:
- whether the thesis provides evidence that the candidate conducted original research;
 - whether the thesis demonstrates that the candidate has made a significant contribution to the knowledge of the subject concerned;
 - whether the thesis reveals that the candidate has a broad understanding of the discipline within which the work was conducted;
 - whether the thesis contains material suitable for publication;
 - whether the candidate has presented the thesis in a manner and level appropriate to the field of research; and
 - whether the literary standard of the thesis is adequate.
- (6) After examining a thesis or minor thesis, an examiner may recommend that
- the candidate be awarded the degree without further examination; or
 - the candidate be awarded the degree subject to minor revisions or corrections to the thesis; or
 - the candidate be required to resubmit the thesis in revised form for examination after a specified period of study and/or research; or
 - in exceptional cases, the candidate be required to attend an oral examination to determine whether a satisfactory standard of competence in the work has been attained; or
 - in the case of a candidate for a doctoral degree, the candidate be permitted to submit the thesis for an honours masters degree; or
 - the candidate be not awarded the degree.
- C5. Procedures for Examination of Work Submitted for Doctor of Philosophy by Publication and Higher Doctoral Degrees.**
- (1) Each examiner shall make an independent report on the submitted work or works.

- (2) Prior to the oral examination of an applicant for a doctoral degree by publication or an applicant for a higher doctoral degree, should such examination be deemed necessary, each examiner shall present questions for the examination.
- (3) Should the examiners be not satisfied with the performance of the candidate in an oral examination, Council may permit the candidate to present for that examination on a second occasion at a time to be determined by the examiners.
- (4) Should the examiners not agree in their recommendations or should, for any other reason, further opinion on the merit of the submitted work be needed, Council may appoint an additional examiner or examiners who shall make an independent report on the submitted work and who may, at the discretion of such examiner or examiners, conduct an oral or written examination on that work and on the general relevant field of knowledge.
- (5) At the conclusion of the examination, the examiners will submit to Council a concise report on the merits of the published work and on the examination results and Council shall determine whether or not the applicant may be admitted to the degree.
- (6) Should the application for admission to the degree fail, the person may make one only additional application after a period of not less than three years from the date of the original application.
- (7) An applicant for admission to the degree shall not be present at the relevant deliberations of Council.

D1. Grades of Performance for Subjects Listed in the Schedules in Attachments Z1 and Z2

(Attachments D1(2) and (3) refer to Bachelor Honours degrees)

- (1) The approved grades of performance and associated ranges of marks for 100, 200, 300 and 400 level subjects (except for subjects referred to in Attachment D1(2)) are:

Satisfactory Completion:

High Distinction	85% - 100%
Distinction	75% - 84%
Credit	65% - 74%
Pass	50% - 64%
Pass Terminating)	45% - 49%
Pass Conceded)	

Unsatisfactory Completion:

Fail 0% - 44%

For marks in the range 45-49% either a Pass Terminating or a Pass Conceded grade shall be determined and declared. A Pass Terminating grade in a subject precludes a candidate progressing to any subject, for which that first subject is a pre-requisite, unless the Head determines otherwise.

The performance in some subjects approved for this purpose will be determined as:

Satisfactory Completion:
Satisfactory, or

Unsatisfactory Completion:
Unsatisfactory.

Such subjects will not be included in the determination of classes of honours as prescribed in Attachment D1(3).

For subjects in which specified assessment components must be satisfactorily completed, failure to satisfactorily complete one or more such components will result in failure of the subject, and the mark determined will be the aggregate of marks gained for the components, or 44, whichever is least.

- (2) The approved ranges of marks associated with classes of honours for 400 level 48 credit point subjects comprising the honours courses listed in Rule 203(5) are:

Honours Class I	85% - 100%
Honours Class II, Division 1	75% - 84%
Honours Class II, Division 2	65% - 74%
Honours Class III	50% - 64%
Fail	0% - 49%

- (3) (a) The approved ranges of weighted average marks associated with classes of honours for 4 year prescribed courses are:

Honours Class I	77.5 - 100%
Honours Class II Division 1	72.5 - 77.5%
Honours Class II Division 2	67.5 - 72.5%
Honours Class III	62.5 - 67.5%

except for:

- (i) the degrees of Bachelor of Engineering in Computer Engineering and Electrical Engineering, Bachelor of Information Technology and Communication, Bachelor of Laws and Bachelor of Mathematics and Finance, for which Honours Class III is not awarded;
- (ii) the degree of Bachelor of Laws, for which the approved ranges of weighted average marks and marks for the project subject LLB313 or LLB314 associated with the classes of honours are:

Average mark range → Project mark range ↓	WAM <67.5	67.5 ≤ WAM <72.5	72.5 ≤ WAM <77.5	WAM ≥77.5
85 - 100	Pass degree	Hons II - 2	Hons II - 1	Hons 1
75 - 84	Pass degree	Hons II - 2	Hons II - 1	Hons II - 1
65 - 74	Pass degree	Hons II - 2	Hons II - 2	Hons II - 2
45 - 64	Pass degree	Pass degree	Pass degree	Pass degree
≤44	No degree	No degree	No degree	No degree

- (iii) the degree of Bachelor of Education (Primary) for which the approved ranges of weighted average marks associated with classes of honours are:

Honours Class I	85-100%
Honours Class II, Division I	75-84%
Honours Class II, Division 2	65-74%
Honours Class III	50-64%
Pass Degree	0-49%

- (iv) the degrees of Bachelor of Biotechnology, Bachelor of Environmental Science, Bachelor of Medicinal Chemistry and Bachelor of Medical Physics for which the approved ranges of weighted average marks associated with classes of honours are:

Honours Class I	80 - 100%
Honours Class II, Division I	73 - 79%
Honours Class II, Division 2	65 - 72%
Pass degree	50 - 64%

Furthermore, for a weighted average mark within 0.5 below a break mark, the class of honours may be determined on the basis of improvement or otherwise throughout the course, performance in professional option subjects and in project or thesis subjects, and such other relevant information as is available.

The weighted average mark is determined as:

$$\text{weighted average mark} = \frac{\sum mc}{n}$$

$$\sum k$$

where

- m is the actual mark obtained in each attempt at each subject;
 c is the credit point value of the subject;
 n is the total number of subject attempts; and
 k is the weight reflecting the level of the subject, being:

- (i) 4 for 400 level;
(ii) 3 for 300 level, except for

Law and Management subjects for the degrees of Bachelor of Education (Primary) and Bachelor of Environmental Science, for which the weighting for such 300 level subjects will be 0; and

1 for 300 - level, except for STS/Law and Management subjects for the degree of Bachelor of Biotechnology, for which the weighting will be 0;

(iii) 2 for 200 level, except for

the degrees of Bachelor of Biotechnology, Bachelor of Environmental Science, Bachelor of Medicinal Chemistry, Bachelor of Medical Physics and Bachelor of Education (Primary), for which the weighting for such 200 level subjects will be 0;

(iv) 1 for 100 level, except for

the degrees of Bachelor of Biotechnology, Bachelor of Education, Bachelor of Environmental Science, Bachelor of Medicinal Chemistry, Bachelor of Medical Physics and Bachelor of Information Technology and Communication, for which the weighting for such 100 level subjects will be 0; and

except for the degree of Bachelor of Laws for which 1 is for 1 for subjects offered at all levels.

except for the degree of Bachelor of Laws for which 1 is for 1 for subjects offered at all levels.

Every attempt at a subject in the course is to be included in the determination except for subjects which are graded as satisfactory (S) or unsatisfactory (U).

For subjects recorded as Discontinued Technical Fail, the mark used in determination is 0.

(b) Honours may be awarded only for those 4 year prescribed courses which contain 300 and 400 level subjects having a total value of at least 72 credit points, including at least 42 credit points at the 400 level, taken by the candidate at this University and including a 400 level thesis or project subject with value of at least 12 credit points, except for the degrees of:

(i) Bachelor of Biotechnology (Honours), Bachelor of Environmental Science (Honours) and Bachelor of Medicinal Chemistry (Honours) which must contain 300 and 400 level subjects having a total value of at least 60 credit points, including at least 20 credit points at the 400 level, taken by

the candidate at this University and including a 400 level thesis or project subject with value of at least 20 credit points; and

(ii) Bachelor of Laws (Honours), for which course the award of honours has no such requirements.

D2. Grades of Performance for Subjects Listed in the Schedules in Attachment Z3

(1) The approved grades of performance and associated ranges of marks for 800 and 900 level subjects, not being research subjects, are:

Satisfactory Completion:

High Distinction	85% - 100%
Distinction	75% - 84%
Credit	65% - 74%
Pass	50% - 64%

Unsatisfactory Completion:

Fail	0% - 49%
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The performance in some subjects approved for this purpose will be determined as:

Satisfactory Completion:
Satisfactory, or

Unsatisfactory Completion:
Unsatisfactory.

For subjects in which specified assessment components must be satisfactorily completed for the subject to be satisfactorily completed, failure to satisfactorily complete one or more such components will result in failure of the subject and the mark determined will be the aggregate of marks gained for the components, or 49, whichever is least.

(2) For 900 level research subjects, performance will be determined as satisfactory or unsatisfactory for each candidate at the completion of the nominated duration of each subject, and after the completion of assessment as set out in Attachment C.

E Advanced Standing

Sections E1. to E3. refer to undergraduate courses.

(1) An application for advanced standing shall be made on the prescribed form and lodged as directed.

(2) An application for advanced standing for qualifications not herein covered will be determined on merit.

(3) Unspecified credit may be converted to specified credit at any level on the recommendation of the Head.

(4) Qualifications completed more than ten years prior to application may attract up to the maximum advanced standing available as:

(a) specified credit or exemption on the recommendation of the Head;

(b) unspecified credit determined on the basis of the activities of the applicant subsequent to obtaining the qualification.

(5) Notwithstanding the provisions of the Rules or any part of Attachment E, advanced standing additional to the maximum prescribed may be approved for a specific course to be undertaken at this University.

E1. Advanced Standing towards Diplomas and Associate Diplomas

(1) Subject to restrictions imposed by Rules 104 and 105, advanced standing may be granted on the recommendation of the Head.

(2) The maximum advanced standing allowable is two thirds of the minimum number of credit points required for the associate diploma or diploma for which the advanced standing is sought.

(3) The maximum advanced standing allowable for two or more completed tertiary qualifications shall be that advanced standing allowable for one only completed tertiary qualification.

E2. Advanced Standing towards Pass Bachelor Degrees

(1) Subject to restrictions imposed by Rules 205 to 211, the maximum advanced standing allowable:

(a) for a completed bachelor degree, is one half the credit point equivalent of the completed degree or one half the credit point value of the degree for which the applicant is a candidate, whichever is least;

(b) (i) for a completed sub-degree tertiary qualification with New South Wales Higher School Certificate (or equivalent) entry, is as follows:

Associate Diploma (or equivalent) - 48 credit points, comprising 42 credit points unspecified at 100 level and 6 credit points unspecified at 200 level;

Diploma (or equivalent) - 48 credit points, comprising 36 credit points unspecified at 100 level and 12 credit points unspecified at 200 level;

(ii) for a completed sub-degree tertiary qualification with entry at standard

lower than New South Wales Higher School Certificate (or equivalent), is determined by the minimum number of years of equivalent full time post School Certificate study required to attain the qualification as follows:

2 years - 24 credit points unspecified at 100 level;

3 years - 36 credit points unspecified at 100 level;

- (c) for a completed approved certificate of general or psychiatric nurse education commenced in or subsequent to 1972, is 24 credit points unspecified at 100 level;
- (d) for two or more completed tertiary qualifications, shall be that advanced standing allowable for one only completed tertiary qualification;
- (e) for an incomplete undergraduate bachelor degree, other than a degree of this University, is two thirds of the minimum number of credit points required for the degree for which the applicant is registered; and
- (f) for an incomplete associate diploma or diploma, is proportional to the fraction of the associate diploma or diploma completed satisfactorily;
- (g) (i) for a completed Associate Diploma in Computer Applications from the University of Wollongong unspecified credit of 12 credit points at 100 level shall apply, in addition to specified credit for the following:

BUSS110 Introductory Business Computing A
CSCI111 Computer Science 1A
CSCI223 Business Data Processing
BUSS211 Business Computer Systems I
BUSS212 Business Computer Systems II
BUSS215 Structured Business

Programming II; and

- (ii) where CSCI121 Computer Science 1B has been completed, 6 credit points of specified credit will be granted with 6 credit points of unspecified credit at the 100-level, instead of 12 credit points of unspecified credit at the 100-level.
- (2) No credit granted at 300 level shall comprise part of a major study, except for credit granted on the basis of subjects previously completed at this University and not then included as part of a major study.
- (3) Except for the exclusion provided in Attachment E2(1)(e), the maximum advanced standing allowable is two thirds the minimum number of credit points required for the degree for which the advanced standing is sought.

E3. Advanced Standing towards Honours Bachelor Degrees

Advanced standing for a course for one of the honours degrees listed in Rule 203(5) will not be approved.

E4. Advanced Standing towards Postgraduate Courses

- (1) The maximum advanced standing allowable towards courses listed under Parts 3 (Graduate Diplomas), 4 (Masters Degrees) and 5 (Honours Masters Degrees) of these Rules is 25% of the total credit point requirement for that course, except as provided in (2) below.
- (2) Honours Masters Degree

A candidate for the degree of honours masters under the provision of Rule 503 (3), who has completed other relevant qualifications, may be granted up to 48 credit points of advanced standing in respect to the requirements set out in Rule 503 (3)(b).

F. Other Requirements

Sections F. & G. refer to undergraduate degrees.

In addition to requirements set out in the Course Rules, candidates must satisfy the relevant requirements listed in this Attachment.

F1. Information Literacy Requirements

Prior to conferral of any award upon a candidate, that candidate must satisfy the library and the computing components of the information literacy requirement.

A candidate may satisfy the library component by satisfactory participation in an approved demonstration of the on-line catalogue system of the Library.

A candidate may satisfy the computing component by:

- (a) satisfying an approved exemption criterion on the basis of demonstrated computing expertise; or
- (b) satisfactory completion of:
 - (i) an approved subject, offered by an academic unit as part of the course; or
 - (ii) in addition to subjects in the course, either:
 - 1. an examination, administered by the Faculty of Science, for candidates for a Bachelor of Science which includes a major study offered by a member Department of the Faculty of Science; or
 - 2. for other candidates, a workshop and associated test on either IBM or Macintosh systems.

F2. Minimum Mathematics Requirement

Prior to conferral of the degree of Bachelor of Science upon a candidate who has completed, for the degree, a major study comprising subjects offered by or for the Faculty of Science, the candidate must satisfy the minimum mathematics requirement by:

- (a) producing evidence that upon entry to the University, requirements for enrolment in the subject MATH101 Mathematics IA had been satisfied; or
- (b) satisfactory completion of the subject:
 - (i) MATH101 Mathematics IA; or
 - (ii) MATH151 General Mathematics IA.

G. List of Double Award Courses

The following awards of this University may be awarded more than once to a candidate who qualifies more than once for the award.

Bachelor of Engineering

Z. Schedules

All subjects approved for inclusion in a course leading to an award are listed in one or more of the Schedules of subjects.

A candidate is strongly urged to read the details of each subject in which that candidate is interested. In particular, when selecting a program a candidate needs to ensure compliance with any special requirements for subjects the candidate may wish to take subsequently.

Information relating to 'pre-requisites' or 'co-requisites' specifies the minimum requirements to be satisfied for enrolment in the various subjects. A candidate who believes there are grounds for requesting waiver of a pre-requisite or a co-requisite requirement because of appropriate subjects completed satisfactorily, should present a case for waiver to the Head.

In the column headed 'Session Offered' the following abbreviations are used:

- 1 - sessional subject offered in autumn session;
- 2 - sessional subject offered in spring session;
- 3 - sessional subject offered in summer session;
- A - double session subject offered in autumn session and the following spring session;
- B - double session subject offered in spring session and the following summer session;
- C - double session subject offered in spring session and the following autumn session;
- D - double session subject offered in summer session and the following autumn session;
- X - triple session subject offered in autumn session and the following spring and summer sessions;
- Y - triple session subject offered in spring session and the following summer and autumn sessions; and
- Z - triple session subject offered in summer session and the following autumn and spring sessions
- Z1. Schedules of Subjects for Associate Diplomas and Diplomas**
- Z2. Schedules of Subjects for Bachelor Degrees**
- Z3. Schedules of Subjects for Postgraduate Courses**

UNIVERSITY RULES

The following Rules are contained in this section:

1. Assessment and Examination
2. Campus Access and Order
3. Code of Conduct - Library
4. Student Discipline
5. Use of University Computer Facilities

ASSESSMENT AND EXAMINATION RULES

EXAMINATIONS

Formal University examinations may take place at the end of each session. Timetables showing the time and place at which individual examinations will be held are posted on notice boards. Misreading of the timetable is not an acceptable excuse for failure to attend an examination. Examination results are posted to each student's mailing address. No information concerning examinations or results will be given by telephone.

PART I - Interpretation

1. In these Rules, unless the contrary intention appears:
 - (a) "assessment work" means all essays, tests, papers, theses, demonstrations, performances and other work whatsoever whether written or otherwise other than examination papers within the meaning of any Course Rules or Schedules;
 - (b) "candidate" means any person registered for a degree, diploma, associate diploma or undertaking a non-award program;
 - (c) "examination" means any formally supervised examination in a subject held at a specified time and place;
 - (d) "examination question paper" means a paper incorporating questions prepared by the examiner for an examination;
 - (e) "examination answer paper" means a paper written or dictated by a candidate in answer to the examination question paper during an examination;
 - (f) "examination room" means a designated place where an examination is held;
 - (g) "examiner" means a person or persons with responsibility for the assessment work in any subject;
 - (h) "subject" is a self-contained unit of study identified by a unique number in a schedule;
- (i) "Examination Supervisor" means a person authorised by the Vice-Principal (Administration) with responsibility for the supervision of a particular examination held by the University.

PART II - Conduct at Examinations

2. No candidate shall, during any examination:
 - (a) have in his or her possession any material other than material which the examiner for the subject concerned has specified may be taken into an examination room;
 - (b) provide assistance to, or communicate with, any other candidate unless expressly approved by the examiner;
 - (c) accept assistance from any candidate or other person unless such assistance has been expressly approved by the examiner;
 - (d) permit any other candidate to read, copy from, or use his or her examination question or answer paper, unless expressly approved by the examiner;
 - (e) use any other material belonging to or written by another candidate or other person unless expressly approved by the examiner;
 - (f) by any means whatsoever, except as approved by the examiner, obtain, or endeavour to obtain, assistance in his or her work, or give, or endeavour to give, assistance to any other candidate;
 - (g) remove from the examination room any examination answer paper or other paper provided for use by the candidate during the course of the examination, or other material which is the property of the University unless permitted by the Examination Supervisor or examiner to remove it;
 - (h) contravene the Rules and Procedures for the Conduct of Examinations;
 - (i) cause any disturbance or be guilty of any conduct likely to disturb any other candidate; or
 - (j) be guilty of any other act of misconduct as defined in Section 3 of the Rules for Student Discipline.
3. Any candidate who wishes to make an enquiry regarding an examination shall direct that enquiry in writing to the Vice-Principal (Administration).

Procedure

4. Should an Examination Supervisor have reason to believe that a candidate has committed, or is attempting to commit, a breach of any provision of clause 2 of these Rules, the Examination Supervisor shall immediately warn the candidate and shall report the matter in writing to the Vice-Principal (Administration). The candidate normally shall be allowed to complete the examination but in circumstances considered appropriate by the Vice-Principal (Administration) or other person authorised by the Vice-Principal (Administration), the candidate may be excluded from the examination room under the provisions of Section 7 of the Rules for Student Discipline.
5. The Examination Supervisor may take possession of any material brought into an examination room in contravention of clause 2(a) of these Rules.
6. The Examination Supervisor shall forward the material referred to in clause 5 to the Vice-Principal (Administration) with the report made pursuant to clause 4.
7. A candidate excluded from an examination room under clause 4 may appeal to the Vice-Chancellor under Section 10 of the Rules for Student Discipline.
8. The Vice-Principal (Administration) may refer a report pursuant to clause 4 to the Vice-Chancellor, in which event the reference shall be deemed to be a complaint pursuant to Section 12 of the Rules for Student Discipline and the Vice-Chancellor shall either:
 - (a) refer it to the Investigation Committee for investigation; or
 - (b) not proceed with it further should the Vice-Chancellor form the opinion that the complaint is unfounded or does not constitute misconduct.
9. The material confiscated pursuant to clause 5 shall be returned to the candidate at the conclusion of all action relating to the alleged breach of Rules by the Vice-Chancellor, the Investigation Committee and/or the Council Committee of Appeal.
10. Should an allegation be made that a candidate has breached any provision of clause 2 of these Rules, the candidate's examination result for the subject concerned shall be withheld by the Vice-Principal (Administration) pending proceedings of the Investigation Committee and/or the Council Committee of Appeal.

Penalties

11. Should the Investigation Committee proceed pursuant to clause 8(a) with the report of an alleged breach of any provision of clause 2 and find the candidate guilty of the misconduct alleged against him or her, the Investigation Committee, in addition to recommending penalties set out in Section 27 of the Rules for Student Discipline:
 - (a) may recommend to the Vice-Chancellor that the candidate receive a zero mark;
 - (b) may recommend that the candidate be given the opportunity to sit a supplementary, special or other examination and to be assessed on that examination paper.
12. A candidate may appeal to the Council Committee of Appeal on the grounds of lack of due process in the investigation of the complaint.

PART III - Assessment Work

13. For any subject for which they are enrolled, candidates are required to submit the prescribed assessment work in accordance with the instructions of the relevant examiner and the University Rules.
14. Any assessment work submitted by a candidate must be in accordance with Course Rule 010 (3) which requires that such work must be the work of the candidate and not have been submitted for assessment elsewhere unless otherwise approved; if any material which is not entirely the work of the candidate is used, in whole or in part, fully documented reference to such material must be made.
15. The procedures and penalties set out in clauses 8, 11 and 12, with modifications appropriate to the circumstances, shall apply in relation to an alleged breach of the provisions of Part III of these Rules by a candidate.

PART IV – Rules and Procedures for the Conduct of Examinations

16. (a) A candidate must obey any instruction given by an Examination Supervisor for the proper conduct of an examination.
- (b) A candidate must produce the student identification card for identification purposes for each examination. Should a candidate fail to do so, the candidate may be refused admission to the examination room. A candidate wearing a veil must remove it for identification purposes; on request by the candidate this may be done in private before a female Examination Supervisor.

- (c) A candidate should be in place in the examination room not less than ten (10) minutes before the time specified for the commencement of the examination.
- (d) No candidate shall be admitted to an examination room more than thirty (30) minutes after the commencement of the writing time of the examination.
- (e) No candidate shall be permitted to leave the examination room before the expiry of thirty (30) minutes from the commencement of writing time of the examination.
- (f) No candidate shall be re-admitted to the examination room after leaving it unless, during the full period of absence, the candidate is under approved supervision.
- (g) Following the ten (10) minute warning given by the Examination Supervisor before the end of the examination, all candidates shall remain seated until the examination answer papers have been collected.
- (h) Except for candidates who have left the examination room prior to the ten minute warning referred to in sub-clause (g) above, all candidates shall remain seated until all examination answer papers have been collected and the Examination Supervisor permits candidates to leave the examination room.
- (i) Smoking is not permitted in the examination room.
- (j) All answers must be in English unless otherwise directed. An international student with written approval of the Vice-Principal (Administration), may use standard translation dictionaries; the written approval and the dictionary must be shown to the Examination Supervisor prior to the commencement of the examination.
- (k) A candidate who commits any infringement of the Rules governing examinations may be expelled immediately from the examination room, and is liable to such further penalty as may be determined in accordance with the Rules for Student Discipline or Examination and Assessment Rules.

Identification Cards (Examinations)

Students are required to have their identification cards available for each examination for identification purposes.

Special Examinations

Students who believe that their attendance at or performance in an examination or assignment has been affected by illness or other cause beyond their control are required to make a written statement to the Vice-Principal (Administration). This statement, together with any supporting evidence, will be considered by the Academic Unit Head who has the authority to take whatever action is deemed appropriate in determining the student's overall results. Students should refer to the section on Special Consideration on the next page for more details.

Withheld (WM and WE) Results

Students may be granted a withheld result (i.e. WM or WE grade) on the basis of medical, compassionate or other circumstances (see section on Special Consideration).

Where so granted, students should contact the relevant Academic Unit immediately to ascertain assessment requirements. It is the student's responsibility to make contact with the Unit and failure to do so may result in a fail grade being determined.

PROCEDURE FOR THE USE OF FOREIGN TRANSLATION DICTIONARIES IN EXAMINATIONS

1. Foreign Language Translation Dictionaries may be used only by candidates whose background is non-English speaking.
2. Such dictionaries may be used only by a candidate during the first three sessions after initial registration for a course at this University.
3. Such dictionaries may be used in all subjects, except where otherwise directed to the contrary by the relevant Head of Academic Unit.
4. Eligible candidates who wish to use such a dictionary must apply for permission on the application form no later than four weeks prior to the examination period for which approval is sought.
5. Eligible candidates who receive permission will be notified in writing by the University.
6. At the approved examination:
 - (a) the written approval to use the dictionary must be shown to the Examination Supervisor prior to entry into the examination room; and then
 - (b) the dictionary must be submitted for inspection by the Examination Officer prior to the commencement of the examination to establish its suitability, and to ensure that it is not marked in any way. The dictionary may be

further checked at any time during the examination by staff in the examination room.

SPECIAL CONSIDERATION AND SUPPLEMENTARY EXAMINATIONS

1. Background

These guidelines set down the current policy in relation to:

- the handling of requests for special consideration; and
- the granting of supplementary examinations.

2. Purpose of the Guidelines

The purpose of the guidelines is to bring a measure of equity and consistency into the handling of special consideration requests across the campus.

3. What is special consideration?

A student who is affected by serious illness or other circumstances beyond his or her control may ask that those circumstances be taken into account when performance in an individual subject is being assessed, so that those circumstances do not adversely affect the student's result in the subject.

Special consideration may mean that:

- (a) a student's result is reconsidered without any additional work required; or
- (b) the student must submit additional written work and/or sit for a supplementary examination.

4. Eligibility

A student who can satisfy the University that he or she has:

- (a) suffered serious illness or other circumstances beyond his or her control which have or are likely to affect his or her academic performance in a subject; or
- (b) been prevented from meeting scheduled assessment requirements by serious illness or other circumstances beyond his or her control;

may apply for special consideration, including supplementary assessment.

Special consideration may lead to the University requiring the student to submit additional work, or to sit for a supplementary examination, or both.

5. Method of application

A written application, together with supporting documentation, must be lodged normally no later than 7 days following serious illness or other cause beyond his or her control, with the Student Enquiries Office, which will be responsible for transmitting the request to the appropriate Academic Units.

It is the responsibility of the applicant to check the outcome with the relevant Academic Unit as soon as possible, but not later than two weeks after lodging the application.

6. 'Supporting documentation' means:

- (a) a medical certificate, stating in reasonable detail:
 - (i) the date or dates of any relevant consultations or attendances;
 - (ii) if relevant, the general nature of the complaint and the treatment; and
 - (iii) a specific statement of the opinion that, as a result of the complaint or treatment, the student is or was unfit to complete the required assessment or examination on or by the date specified; (medical certificates which do not contain all this information will not be accepted); or
- (b) a letter from the University Counselling Service or a professional counsellor of equivalent standing setting out the general nature of the problem affecting the student, and the opinion of the person signing the letter, that the student, because of the problem, is or was unfit to complete the required assessment or examination on or by the date specified; or
- (c) a statutory declaration setting out the facts upon which it is suggested that special consideration should be given, attaching any supporting documents.

A letter from an employer, etc, is not sufficient.

7. Acceptable reasons

The following are considered acceptable reasons for special consideration:

- (a) valid medical, compassionate and serious unforeseen personal events that prevent a student from meeting scheduled assessment deadlines; or
- (b) validated conflicts between scheduled assessments and sporting, cultural or other activities at a national or international level, so long as the conflicts are raised well in advance with the relevant Academic Unit.

8. Reasons associated with employment

are acceptable only in exceptional circumstances.

9. Processing of applications

The decision to accept or reject an application for special consideration in each subject is to be made by:

- (a) the Head of Department concerned

or a member of the academic staff of the Department designated by the Head for the purpose; or

- (b) the Departmental Assessment Committee; or
- (c) in a Faculty not made up of separate Academic Units, the Associate Dean, on the advice of the examiners for the subject or course co-ordinator, and/or year director, as appropriate.

10. Basis for granting special consideration

The decision whether or not to grant special consideration must be based on whether or not the circumstances amount to serious illness or circumstances beyond the student's control which have affected or may affect the student's performance in the subject. Without limiting the matters that may be considered, the person making the decision may consider:

- (a) the possibility, based on the student's performance in other aspects of work required for the subject, of the student achieving at least a PC/PT grade in the subject;
- (b) the record of the student in other subjects in which the student is or has previously been enrolled; and
- (c) previous applications for special consideration.

11. Supplementary examinations

- (a) Early examination/assessment will not be permitted by any Academic Unit on the grounds of lengthening the period available to the student for holidays/ sightseeing.
- (b) Illness or other grounds beyond the student's control.

Supplementary examinations will normally be granted only:

- (i) if the student did not sit the standard examination for an acceptable reason; or
- (ii) if the student, after reporting the illness to the Supervisor-in-Charge, left the examination room because of verified illness.

Reasons such as sleeping in, misreading timetables, work commitments, last subject required to complete a course, etc are normally not acceptable.

- (c) Religious reasons
Where a student is unable to sit for the standard examination for religious reasons, that student will normally be permitted to sit for either
 - (i) a supplementary examination after the normal examination period; or
 - (ii) the standard examination,

for the subject, provided that during the time other students are sitting for that examination and until the time the student sits for the examination, the student:

- is under the constant supervision of a person approved by the University; and
- sits for the examination as soon as possible after the scheduled examination time.

12. Decision

The decision whether or not to grant a supplementary examination must be made within seven days of receiving the application and the student advised in writing as soon as possible.

13. Timing of Supplementary Assessment

Supplementary assessment is to be completed at a time convenient to the Academic Unit concerned and it is the responsibility of the applicant to comply with the requirements of the unit; however, the results must be declared within the normal period allowed for the ~WM~ result ie initially within a period of five weeks after the Examination Committee meeting or, in exceptional circumstances, a further five weeks after that period.

14. Responsibility

It is the responsibility of each student who applies for a supplementary examination:

- to be available to sit for the examination at any time during the vacation period immediately following the application; and
- to leave a contact address and telephone number with each relevant Academic Unit.

15. Form of Supplementary Assessment

This can take any form that is appropriate in the circumstances. However, the student must be informed in advance concerning the method of assessment to be used, particularly if there is to be any departure from the format announced at the start of the subject, or from that used in the standard examination. This information must be conveyed to the student in writing. Faculties or Academic Units may determine that SUPPLEMENTARY EXAMINATIONS MAY BE ORAL, but should notify students in advance if this is the case. Students must accept the form of supplementary assessment determined by the Academic Unit.

16. Where a written examination is conducted, Academic Units will ensure that, so far as possible, the security procedures and the venue for the examination, are as similar as possible to those followed in the standard examination periods.

17. Where an oral examination is conducted, a second staff member should be present during the examination.

18. Students should keep originals and copies of all essays, assignments or reports submitted in any subject, as special consideration may involve the reconsideration of that work, and they must be prepared to resubmit such work immediately upon request.

19. Appeal

A student whose request for special consideration has been rejected may appeal in writing to the relevant Dean within 21 days of the giving of the decision by the Academic Unit.

PASS TERMINATING

The award of the grade of Pass Terminating will prohibit a student progressing to the next subject in a sequence for which the subject in which the Pass Terminating is awarded is a pre-requisite. However, students are not prevented from repeating a subject for which a Pass Terminating has been awarded.

APPLICATION FOR AN ACADEMIC AWARD

Applications for admission to a degree, diploma or associate diploma must be made on the appropriate form and by the due date for each session. It is the student's responsibility to make an application to have an award conferred.

AMENDMENTS TO ACADEMIC RECORDS, REASSESSMENT OF GRADES

There are three ways in which you may apply to have your academic record amended.

1. Enrolment Error

If, as a result of an enrolment error, you have either:

- received a 'FAIL' grade for a subject for which you were formally enrolled, but did not attempt; or
- not received a result for a subject which you attempted, but for which you were not formally enrolled;

you may make application to have the necessary amendment made to your academic record. Applications must also be accompanied by a letter giving relevant details.

An academic record will be amended in special circumstances only. The application will be assessed and if it is determined that the error was the fault of the student, the \$80.00 charge will be paid prior to your academic record being altered.

You should note that where an application to amend your academic record by adding a subject for which you are not enrolled is successful, you are required to discharge the increased Higher Education Contribution Scheme (HECS) charge on the same basis that the original HECS liability was to be discharged, ie, either up-front or deferred payment.

Applications must be made to the Student Enquiries Office no later than two weeks after the release of examination results.

2. Late Withdrawal

If you withdraw from:

- an Autumn session subject or a Spring session subject after the end of the eighth week but before the end of the twelfth week of the session of offer; or
- a Summer session subject after the end of the third week but before the end of the fifth week of the Summer session; or
- a double or triple session subject after the end of the second week but before the end of the eighth week of the second session in which the subject is offered;

you will be awarded a grade of 'FAIL'. However, if there are medical, compassionate or other acceptable reasons for the late withdrawal, the Course Rules allow for you to apply to have the 'FAIL' amended to 'DISCONTINUED'.

Applications for such amendments may be made at the Student Enquiries Office and need to be supported by appropriate documentary evidence.

It is not possible to withdraw from subjects after the end of the twelfth week of session for sessional subjects, the end of the fifth week of the Summer session for Summer session subjects, or the end of the eighth week of the second session of offer for double or triple session subjects.

3. Reassessment of Mark/Grade

If you feel that the mark or grade you have been awarded for a subject is not indicative of your performance or that there may have been an error in determining your mark or grade, you should approach the lecturer(s) concerned to discuss the matter.

If, after this discussion, you feel the mark or grade is not correct, you should approach the Head of the Unit responsible for the subject to discuss the matter further.

After you have taken these steps and you still feel the mark or grade is not correct, you may write to the Dean of the Faculty, setting out the reasons you believe the mark or grade is not correct and advising the Dean of the member(s) of staff with whom you have discussed the matter. The Dean will respond in writing after he/she has taken whatever advice is required.

Applications to the Dean should be made no later than two weeks after the release of the examination results.

If you are not satisfied with the outcome, you may then approach the Dean of Students and request a further investigation of the matter.

Finally, if you believe there has been a lack of due process in the reassessment procedure outlined above, you may appeal, within two weeks of receiving the response from the Dean, to the Academic Review Committee to review the matter. The letter of appeal must state fully the reasons for your appeal and include any relevant documentary evidence to support your appeal. Please note, however, that the Committee's role is to ensure that due process has been followed – the Committee's role is not to reassess the academic quality of the work.

CAMPUS ACCESS & ORDER

PART I - PRELIMINARY

1. Preamble

The grounds of the University of Wollongong are private property and the University Council has the right to regulate access to the grounds and to control the entry of vehicles and their operations within those grounds.

2. Commencement

These Rules came into operation in this form on 11 August 1989. The Rules incorporate the "Rules for the Control of Motor Vehicles Entering the Grounds of the University of Wollongong", previously approved by Council in 1985.

3. Parts

The Rules are divided into three parts, as follows:

PART I - Preliminary
PART II - Access to and Order on Campus
PART III - Traffic and Parking Control

4. Interpretation

In these Rules, unless the contrary intention appears:

- (i) "*Campus*" includes any land which, for the time being, is the property of the University of Wollongong or in its possession or under its control, together with any building or other erection or construction of any kind whatsoever, whether permanent or temporary, standing on or affixed to such land or any part thereof;
- (ii) "*Vehicles*" means all motor vehicles and includes motor

cycles, but excludes motorised wheelchairs;

- (iii) "*Permits*" means Category 1, Category 2, Disabled, Motor Cycles, Additional and Daily Permits issued in accordance with these Rules;

- (iv) "*Authorised Persons*" means the Vice-Chancellor and Principal, the Vice-Principal (Administration), the University Librarian, members of the University Security Staff and senior members of the University staff so designated by the Vice-Chancellor and Principal for the purposes of these Rules;

- (v) "*Members of Staff*" includes, for the purposes of these Rules, full-time, part-time and casual employees of the University of Wollongong and its associated companies, centres, residential complexes and employees of the Union and its tenants, Sports Association, Students' Representative Council, Illawarra Technology Corporation and its tenants and other groups/bodies/organisations/companies as specified from time to time by the Vice-Chancellor and Principal for the purposes of these Rules;

- (vi) "*Students*" includes full-time and part-time students of the University of Wollongong.

- (vii) "*Disabled Person*" means a person who possesses an obvious visible disability or a disability supported by certification from a qualified medical practitioner or who is in possession of a valid "Disabled Persons Parking Authority" issued by an Australian or State Government Authority;

- (viii) "*Temporarily Disabled Person*" means a person under a temporary disability supported by certification from a qualified medical practitioner.

PART II - ACCESS TO AND ORDER ON CAMPUS

1. Persons Eligible for Entry

Persons in the following categories may have access to the campus:

- (i) a member of the University Council or of Convocation or a Fellow of the University;
- (ii) a member of staff entering or remaining on campus in consequence of being an employee;

- (iii) a student entering or remaining on campus in consequence of undertaking studies or research;
- (iv) a person who holds a permit authorising entry to the campus and who has observed all conditions, if any, to which the authority contained in the permit is subject;
- (v) a member of the Commonwealth or State Police Forces requested by an authorised person to enter and remain on the campus for the purposes of protecting persons or property; and
- (vi) a person who otherwise has valid reason to be on the campus, provided entry has not been prohibited by an authorised person.

2. Traffic Access

1. Pedestrians, bicycles, vehicles which display a permit issued in accordance with these Rules, vehicles making delivery of goods ordered by the University, vehicles operated by contractors to the University, vehicles picking up or setting down passengers or any other vehicle permitted to enter from time to time by an authorised person may have access to the campus.
2. All persons having access to the campus whether or not in charge of a vehicle shall conduct themselves and/or use their vehicles in a safe and proper manner at all times in accordance with the Occupational Health and Safety Act 1983.
3. All vehicles and bicycles which have access to the campus shall be driven and parked in accordance with these Rules and the directions of authorised persons.
4. The University shall not be liable for any damage or loss, including consequential loss, suffered or caused to any person or vehicle (or its accessories or contents) or bicycle while travelling, standing or parked on the campus.

3. Identification Cards

All members of staff of the University and students are issued with Identification Cards which must be carried during attendance at the University and shown in response to any reasonable request from an authorised person or from any other member of staff who might require such identification in the course of their duties.

4. Authority Cards

Persons designated as authorised

persons for the purpose of these rules are issued with Authority Cards.

5. Authorised Persons

An authorised person is empowered, under these Rules, to give such directions and to make such requests in the name of the University as may be required to maintain order within the University and to maintain orderly conduct by members of staff, students and visitors, and in particular, but without limiting the generality of the foregoing:

- (i) to request persons involved in disorderly conduct to leave the campus and to remove trespassers thereon;
- (ii) to request persons to leave inclosed lands owned or occupied by the University and to apprehend and deliver to the custody of the nearest police constable any person found committing an offence against the Inclosed Lands Act, 1901, as amended, or committing a criminal offence;
- (iii) to administer and control, in accordance with Part III of these Rules, access to the campus and the traffic and parking provisions therein.

6. Members of the Police Forces

Members of the Commonwealth or State Police Forces may be requested by any authorised person to enter any part of the campus when, in the opinion of such authorised person, the protection of persons and/or property require it. Members of the Police Forces may in instances of likely or actual injury to persons or damage to property take action consistent with the authorities and powers that they possess as officers of the Commonwealth or State Police Forces, as appropriate.

7. Animals on Campus

Animals are not permitted on campus unless authorised by the Vice-Principal (Administration); authorised persons may take action to remove unauthorised animals from the campus by whatever means are necessary.

8. Disorderly Conduct

In the interpretation of these Rules, the following forms of conduct will be construed as "disorderly conduct" and may lead to action being taken by authorised persons in the interests of maintaining good order and orderly conduct on campus:

- (i) failure to comply with by-laws, rules, orders, Council resolutions or other lawful directions of the University in relation to campus access and order;
- (ii) any conduct which impairs the reasonable freedom of other

persons to pursue their studies, researches, duties or lawful activities in the University or to participate in the life of the University;

- (iii) wilful failure to obey any reasonable direction of an authorised person in relation to campus access and order;
- (iv) failure to furnish or provide appropriate identification on request by an authorised person;
- (v) wilfully entering any place on campus which the person is forbidden by an authorised person, by-law, rule, order or Council resolution to enter;
- (vi) wilfully littering the campus or damaging, defacing, or wrongfully dealing with any University property or any other property on campus;
- (vii) any other unreasonable conduct disrupting the normal activities of the University.

Where any disorderly conduct under section (6), occurs and the person or organisation responsible can be identified, the University may take steps to recover the cost of any repairs to property or the cost of removal of offending material in addition to any disciplinary action that may be taken under the University's Discipline Rules.

9. Complaints of Alleged Disorderly Conduct

Any complaints alleging disorderly conduct against any person may be brought, in writing, by an authorised person or by a student or staff member to the Vice-Principal (Administration) who shall forward the complaint to the Vice-Chancellor and Principal; if the Vice-Chancellor and Principal deems that the matter requires any action to be taken, the matter may be dealt with as misconduct in accordance with the appropriate University Rules and authorities.

PART III - TRAFFIC AND PARKING CONTROL

1. Preamble

These Rules provide for the orderly movement and parking of vehicles and bicycles on campus. Failure to comply with the Rules may result in fines, wheel clamping, loss of parking privileges and/or disciplinary procedures.

2. Definitions

See definitions set out in PART I, Section 4 of these Rules under the heading of "Interpretation".

3. Access to University Grounds

- (i) Pedestrians, bicycles, vehicles

which display a permit issued in accordance with these Rules, vehicles making delivery of goods ordered by the University, vehicles operated by contractors to the University, vehicles picking up or setting down passengers or any other vehicles permitted to enter from time to time by an authorised person may have access to the University campus.

- (ii) The University shall not be liable for any damage or loss, including consequential loss, suffered or caused to any person or vehicle (or its accessories or contents) while travelling, standing or parked on the University campus.
- (iii) All persons having access to the University campus, whether or not in charge of a vehicle, shall conduct themselves and/or use their vehicles in a safe and proper manner at all times in accordance with the Occupational Health and Safety Act 1983.

4. Driving Rules

- (i) All vehicles shall observe a speed limit of 25 k.p.h. on University roads and 15 k.p.h. in parking areas.
- (ii) No vehicle shall park or stop on any road or place not specifically road marked or sign posted for parking or stopping, except for a period sufficient to set down and/or pick up passengers.
- (iii) Vehicles and bicycles shall at all times give way to pedestrians.
- (iv) Vehicles and bicycles shall at all times comply with all road markings, signs and the directions of authorised persons.
- (v) Except where these Rules provide to the contrary the normal rules of the road applicable in New South Wales shall apply to vehicles and bicycles on the campus.

5. Parking Rules

- (i) No vehicle or bicycle shall park on the campus otherwise than in accordance with these Rules.
- (ii) Vehicles issued with a Category 1 Permit in accordance with these Rules may park in the areas designated for Category 1 (red) and/or Category 2 (blue) parking.
- (iii) Vehicles issued with a Category 2 Permit may park in

	<p>areas designated Category 2 parking between 8.00 am and 4.30 pm. Mondays to Fridays and may park in Category 1 areas outside these times.</p>	<p>upon payment of the prescribed fee, a replacement shall be issued.</p>	
(iv)	<p>Vehicles issued with a Daily Permit may park in Category 1 areas only and vehicles with a Regular Visitor Permit may park in Category 1 or Category 2 areas.</p>	<p>(vi) On payment of fees prescribed separately and the due compliance by the applicant with these Rules, a Parking Permit shall be issued by the Vice Principal, Administration or an authorised person.</p>	<p>(a) leaving a notice in a prominent position on the infringing vehicle or bicycle; or</p>
(v)	<p>Only vehicles displaying an authorised Disabled Parking Permit may park in the areas designated for Disabled Parking.</p>	<p>(vii) Annual Parking Permits shall expire on the first day of Autumn Session in the year following issue.</p>	<p>(b) the delivery of a notice to the infringing person or the owner of the infringing vehicle or bicycle; or</p>
(vi)	<p>All vehicles shall be parked within the lines designating parking spaces and shall at all times be parked in such a way that no obstruction is caused to the University roadways, or car park access lanes.</p>	<p>(viii) Daily permits may be issued by authorised persons on payment of the fee prescribed separately.</p>	<p>(c) posting a notice to the infringing person or the owner of the infringing vehicle or bicycle at that person's last known address. Such a notice shall be deemed to have reached the infringing person or the owner of the infringing vehicle or bicycle in the normal course of the post.</p>
(vii)	<p>Bicycles may only be parked in areas where appropriate stands have been provided by the University; in addition to any penalty that may be imposed, bicycles not parked in these areas may be impounded by authorised persons.</p>	<p>(ix) Regular Visitor Permits may be issued by authorised persons on application from sponsoring units subject to approval by the Vice-Principal Administration.</p>	<p>(iii) An infringement notice given in accordance with these Rules shall contain details of the infringement, the fine imposed and a statement of the rights of the recipient of the infringement notice.</p>
6. Permits		<p>(x) Holders of all Parking Permits, shall agree on acceptance of the permit to be bound by these Rules.</p>	<p>(iv) Persistent or blatant infringement of these Rules may result in a Parking Permit being revoked, a vehicle being denied access to the campus and/or wheel clamping of the offending vehicle.</p>
(i)	<p>A special Category of transferable "reserved parking" permit is available. All other Permits are not transferable, and are issued to the vehicle not the person.</p>	<p>(xi) All Parking Permits issued in accordance with these Rules (excepting 'Reserved Parking Permits, Daily Parking Permits and Regular Visitor Permits) shall be affixed to the motor vehicle windscreen so as not to obstruct the driver's vision, or elsewhere prominently displayed on a motor cycle, in the way that registration labels are required to be affixed.</p>	<p>(v) If fines on staff members who are paid by the University remain unpaid after two (2) requests the amount of the fines may be deducted from the salary of the staff member. The authority for that deduction shall be deemed to be made upon signing the application for a Parking Permit.</p>
(ii)	<p>Any disabled or temporarily disabled person may apply for a Disabled Parking Permit.</p>	<p>All fees paid under these Rules are non-refundable.</p>	<p>(vi) If fines on students, or staff members not paid by the University, remain unpaid after two(2) requests, the fines shall be treated as a debt due to the University. In the case of students examinations results may be withheld.</p>
(iii)	<p>Any student or staff member may apply for a Motor Cycle Parking Permit, Reserved Parking Permit, Category 1 Permit or Category 2 Permit in writing to the Vice Principal, Administration.</p>	<p>7. Penalties for Parking Infringements</p>	<p>(vii) Non-payment of fines, or breaches of the driving rules of these Rules by students, may be treated as a misconduct under Part XII of the University By-Laws.</p>
(iv)	<p>Any Category 1 Permit holder who has occasion to make regular use of more than one vehicle for transport to and from the campus may make application for the issue of an additional parking Permit to be used on a nominated vehicle which is shown to be owned by the applicant or the applicant's family. Only one additional permit is allowable and an applicant for an additional permit must sign an undertaking that no more than one (1) of the nominated vehicles shall be parked on the campus at any one time unless there are exceptional circumstances.</p>	<p>(i) The penalty for parking in a Disabled space or areas sign posted as 'hazardous' eg. Safety Hazard, No Parking, is \$40.00 on each occasion. No discounting will apply.</p> <p>The penalty for infringement of any other of the parking rules is \$20.00 on each occasion, the amount being halved if paid within 3 full working days.</p> <p>Blatant or persistent infringements may result in the offending vehicle being wheel clamped. To obtain release of the vehicle a payment of \$50.00 is required. The release of an impounded bicycle will require the payment of \$5.00.</p>	<p>(viii) A staff member or student may appeal against any action taken. Such appeal shall be made in writing to the Vice Principal, Administration whose decision shall be final. Appeals must include the original or copy of the Infringement Notice.</p>
(v)	<p>Upon proof of loss, destruction or damage to any current Parking Permit and</p>	<p>(ii) Notice of an infringement shall be given by:</p>	

PART IV - CATEGORIES OF PARKING AND FEES

NOTE: Fees valid from 24/2/92 until 1/3/93.

1. **Category: 'R' "Reserved Spaces"**
Single payment of \$600 if paid in full by January 31st, otherwise \$620 - p.a. or \$24 per fortnight by salary deduction.

Available in Multi-Storey Car Park. Full details available from Office Services in Administration, extension 3219/3916.

2. **Category 1**
Single payment of \$130 or \$5.50 per fortnight via salary deduction or a single payment of \$65 for Spring Session 1993 only.

Permit, but do not guarantee, parking in any of the University's car parks but not in spaces reserved for Departments, individuals, the Disabled etc. A single additional Category 1 Permit may be purchased for \$10 where an applicant shows evidence of the ownership of an additional vehicle and the applicant certifies that only in exceptional circumstances will more than one vehicle be brought into the campus at any one time.

3. **Category 2**
Single payment of \$75 or 2 x \$37.50 - for Autumn and Spring Sessions separately. Autumn Permit valid until 19 July and Spring Permit from 6 July until 1 March 1993.

Permit, but do not guarantee, parking in the 'Blue' car parks generally located in the Western part of campus during the hours 8.00 am to 4.30 pm Monday to Friday and in any car park outside these hours but not in spaces reserved for Departments, Individuals, The Disabled etc.

4. **Daily Permit**
\$3.00 per day

Provides access to spaces in all car parks but not those reserved for Departments, or individuals, the disabled etc.

5. **Regular Visitor Permit**
Single payment of \$20.00

Provides access to all car parks but not those reserved for Departments, or individuals, the disabled etc.

Must be authorised by Vice-Principal Administration.

6. **Disabled Permit**
Single payment of \$50

Permanently Disabled persons will be issued with a special Permit authorising the use of Disabled Parking Spaces.

7. **Motor Cycles**
Single payment of \$20.00

Provides access to all Motor Cycles parking areas.

8. **Bicycles**
No Charge

Bicycle racks are located throughout campus. Additional racks will be installed where need is proven. Parking outside the racks will be actively discouraged, and is covered by the University's parking rules.

9. **Replacement Permit**
A replacement permit will be issued for a fee of \$10.00 where evidence is shown that the original permit has been destroyed or the original vehicle has been disposed of and evidence is produced that the original permit was removed prior to disposal.

10. **Refunds**
No refunds will be issued for any reason.

CODE OF CONDUCT - LIBRARY

Preamble

The Code of Conduct - Library applies to the behaviour required of users of the University Library facilities and services. Users are required to respect and comply with the conditions necessary to provide an appropriate atmosphere for study and research.

The Code was approved, as University policy, by the University Council on 8 April 1994.

Disciplinary Action

Any member of the staff of the University of Wollongong Library has delegated authority to require users to abide by the conditions of the Code of Conduct. Failure to respect the conditions of the Code may lead to fines or immediate suspension of access to the Library and its services, including borrowing rights.

Moreover, serious infringement of the Code, causing damage to property, disruption of Library processes and interference with the rights of other users and staff, may be defined as an act of misconduct under the University's Rules for Student Discipline and Rules for Campus Access and Order. The Librarian and the Deputy Librarian are "authorised/senior officers" of the University under the Discipline Rules and, as such, are authorised to initiate procedures that may lead to fine, suspension or exclusion from the University.

Conditions of the Code of Conduct for the Use of the Library

1. All users have a right to use the facilities of the University Library without undue distraction or disturbance.
2. Within the precincts of the University Library, no person shall act in a

manner which interferes with the comfort or convenience of other users.

3. Under the University's Rules for Campus Access and Order, University Identification cards must be carried during attendance at the University and shown in response to any reasonable request from any member of staff who might require such identification in the course of their duties. Any Library user, whether or not a member of the University, shall produce identification on request from a member of Library staff.

4. It is a condition of entry into the University Library that all bags, folders or other receptacles capable of containing Library materials and their contents may be inspected by Library staff.

5. In accordance with University policy, smoking is not permitted in the Library.

6. No substance which is liable to cause damage to Library materials may be taken into the University Library; this includes food and drink items and flammable items.

7. Animals, with the exception of guide dogs for the visually and hearing impaired, are not permitted within the University Library.

8. Talking is not permitted in reading areas: quiet conversation is allowed for the purpose of seeking assistance in the use of the catalogues or the collection.

9. The reservation of seats in public reading areas is not permitted.

10. Books and other articles left unattended in the Library for more than twenty minutes on chairs and tables may be removed by the Library staff. Articles left in these areas at closing time will be cleared away and sent to the Security Office lost property section. The University accepts no responsibility for personal belongings left in the building.

11. Library users are responsible for all material borrowed in their name and will be charged the replacement cost of any item not returned.

12. No user shall deface, mutilate or destroy Library materials: in addition to any penalty that may be imposed for such conduct, the person concerned shall be liable to pay for the full cost of repair or replacement of damaged materials.

13. Users are responsible for all Library materials borrowed in their name until such time as the items are returned to the Library and deleted from the loans register. Borrowers will be charged the cost of replacing any item which is not returned.

14. Fines may be imposed for overdue items. Details of fine rates and

borrowing conditions are available in the Library. Other penalties may be imposed for the late return of Library material.

15. Any person within the Library precincts from time to time will, for the purposes of these conditions, be deemed a "user".

Revision of Conditions

The Vice-Chancellor, on the advice of the Library Committee and of the University Librarian, may revise and update the conditions for the use of the University Library.

Publication of Code and Rules

A copy of the Code of Conduct and the relevant Rules for Student Discipline and Rules for Campus Access and Order are displayed at the entrance to any location or facility used by the University for the provision of library services.

RULES FOR STUDENT DISCIPLINE

Preamble

- (1) These Rules provide discipline procedures in cases of misconduct by students of the University. The Rules are made in accordance with Section 29 of the University of Wollongong Act, 1989, and Section 34 of the University By-law.

Commencement

- (2) These Rules came into operation on 8 October, 1993.

Definitions

- (3) In these Rules, unless the context or subject matter otherwise indicates or requires:

"Act" refers to the University of Wollongong Act, 1989;

"Committee of Appeal" means the Committee of Appeal constituted under Rule 41;

"Council" means the Council of the University of Wollongong;

"Investigation Committee" means the Investigation Committee constituted under Rule 24;

"misconduct" means conduct on the part of a student which:

- (a) breaches the University By-law or the Rules made in accordance with that By-law or any Resolutions of Council or is deemed or stated to be misconduct under the By-law, Rules or Resolutions; or
- (b) constitutes a serious impediment to the carrying out of the University's functions, including those academic and administrative functions which are properly ancillary to those

set out in Section 6 of the Act or which relate to the participation by any person in the activities of the University; or

- (c) is otherwise detrimental to the proper conduct of the University;

"senior officer" means a person holding the position of Deputy Vice-Chancellor, Pro Vice-Chancellor, Vice-Principal, Dean, Head of a Department or School, Manager or Director of an Administrative Branch, University Librarian, Director of Information Technology Services or such other positions as Council may from time to time by resolution determine;

"student" means a person enrolled at the University or in any course or program offered in conjunction with the University.

Introduction

- (4) The Vice-Chancellor shall have power in accordance with these Rules to take disciplinary action against any student for misconduct.

- (5) The Vice-Chancellor may, for reasons of convenience or of natural justice, appoint the Deputy Vice-Chancellor or a Pro Vice-Chancellor of the University to exercise any or all of the duties, powers or responsibilities under these Rules; the Vice-Chancellor shall report any such delegation to Council.

Urgency Provisions

- (6) The Librarian, or in his/her absence the Deputy Librarian, or in both their absences the officer-in-charge, in cases where the misconduct or breach is so serious to warrant it, may exclude any student from, or restrict the use by the student of, any Library facilities for such period as he/she thinks fit, if in the opinion of the University Librarian, Deputy Librarian or the officer-in-charge the student is guilty of misconduct in or about the Library precincts or facilities or is in breach of any rules for the use of Library facilities as may be in force from time to time.

- (7) The Vice-Principal (Administration), or in his/her absence the Manager of the Academic and Student Services Branch, in cases where the misconduct or breach is so serious to warrant it, may exclude any student from attendance at a particular examination conducted by the University if in the opinion of the Vice-Principal (Administration) or the Manager the student is guilty of misconduct or is in breach of any rules applicable to the examination.

- (8) The Director of Information Technology Services, or in his/her absence the Manager, Facilities and Technical Services, in cases where the misconduct or breach is so serious to warrant it, may exclude any student from using, or restrict the use by the

student of, any computing facilities owned or under the control of the University for such period as he/she thinks fit if in the opinion of the Director or the Manager the student is guilty of misconduct or is in breach of any rules applicable to the use of computing facilities.

- (9) Any action taken under Rules (6), (7) or (8) shall be reported in writing forthwith to the Vice-Chancellor or in his/her absence the Deputy Vice-Chancellor who may confirm, vary, quash or postpone the exclusion or restriction, as appropriate, if he/she thinks fit; a copy of the report shall be forwarded to the student by the person taking the action under Rules (6), (7) or (8).

- (10) Where conduct on campus or University-managed premises occasions the intervention of outside legal agencies, resulting in charges being laid or other action taken, that intervention of itself is sufficient for the Vice-Chancellor to take appropriate action including suspension of any student from the University.

- (11) Where the Vice-Chancellor takes action pursuant to (10), notice of this action shall be given to the student affected who may then request the Vice-Chancellor to refer the case to the Investigation Committee under the provisions of clauses (20), (21) and (22).

- (12) Any student excluded or restricted from using the Library or from attendance at examinations or from using the computing facilities pursuant to Rules (6), (7) or (8) respectively may make an immediate oral appeal to the Vice-Chancellor or in his/her absence to the Deputy Vice-Chancellor who, without prejudice to any action subsequently taken under Rule (9), may confirm, vary, quash or postpone that exclusion or restriction, as appropriate, if he/she thinks fit.

- (13) Any student excluded or restricted from using the Library or from attendance at examinations or from using the computing facilities pursuant to Rules (6), (7) or (8) respectively may, within 14 days of that action being taken, make a written appeal to the Vice-Chancellor who, notwithstanding any action he/she may have taken under Rule (9), may confirm, vary quash or postpone the action or refer the matter for investigation to the Investigation Committee.

Bringing of Complaint

- (12) Complaints may be brought by a senior officer against any student for alleged misconduct. The complaint shall be in writing addressed to the Vice-Chancellor and shall give full details of the alleged misconduct.
- (14) Complaints may be brought by a senior officer against any student for

alleged misconduct. The complaint shall be in writing addressed to the Vice-Chancellor and shall give full details of the alleged misconduct.

- (15) The Vice-Chancellor, on receiving the complaint, shall within 14 days of receipt of the complaint or such further period not exceeding 28 days as he/she thinks fit, bring an allegation of misconduct against that student by referring the complaint in writing to the Investigation Committee for investigation unless the Vice-Chancellor forms the opinion that the complaint is unfounded or that the matters complained of do not constitute misconduct.
- (16) The Vice-Chancellor may, of his/her own motion, bring an allegation of misconduct against a student by referring a complaint in writing to the Investigation Committee for investigation.

Immediate Action by Vice-Chancellor

- (17) Notwithstanding any other provision of these Rules, if, in the opinion of the Vice-Chancellor, the circumstances referred to in Rules (6), (7) or (8) or the subject of the complaint brought under Rules (14) or (16) are such that immediate or further action is required, the Vice-Chancellor may:

- suspend a student from the University; or
- exclude the student from, or restrict the use by the student of, any Library facilities, or
- exclude the student from attendance at any examinations and/or withhold the examination result(s) for relevant subject(s); or
- exclude the student from using, or restrict the use by the student of, any computing facilities;

and shall in such circumstances refer the matter to the Investigation Committee; the action taken by the Vice-Chancellor shall remain in force until the Investigation Committee has dealt with the matter.

- (18) Any action taken by the Vice-Chancellor in accordance with Rule (17) shall be conveyed in writing to the student by the Vice-Principal (Administration).
- (19) Upon being informed by the Vice-Principal (Administration) of any action taken under Rule (17) the student shall cease to attend the University or to enter the Library or to attend examinations or to use the computing facilities as the case may be and, if so directed by the Vice-Chancellor, shall refrain from entering on any premises of the University.

Referral to Investigation Committee

- (20) If the Vice-Chancellor decides pursuant to Rule (15) that the matter warrants referral to the Investigation

Committee or if action is taken pursuant to Rule (14), or to a request under Rule (11), the Vice-Principal (Administration) shall forthwith send the student concerned a copy of the reference of the complaint to the Investigation Committee, a copy of the documentation to be considered by the Investigation Committee and a copy of these Rules.

- (21) In addition, a copy of the reference referred to in Rule (20) shall be forwarded to the senior officer who brought the complaint, and, if appropriate to the particular complaint, copies of the reference shall be forwarded, in confidence, to the Dean of the Faculty responsible for the course in which the student is enrolled and to the Head(s) of the Unit(s) offering the subject(s) in which the student is enrolled and for which the complaint is concerned.

- (22) The Vice-Chancellor's reference to the Investigation Committee shall set out a full statement of the alleged misconduct but the Vice-Chancellor shall not be obliged to include a copy of the original complaint.

- (23) If the matter referred to the Investigation Committee by the Vice-Chancellor relates to a breach of the Examination Rules, the Vice-Chancellor may withhold the examination result(s) for the relevant subject(s) pending the outcome of the investigation by the Investigation Committee.

Investigation Committee

- (24) The Investigation Committee shall on receipt of a complaint and as promptly as possible investigate the complaint and report its finding to the Vice-Chancellor.

- (25) The Investigation Committee shall consist of:

for non-academic cases:

- the Deputy Vice-Chancellor or a Pro Vice-Chancellor, as chairperson;
- a senior member of academic staff appointed by the Vice-Chancellor for a one year term of office, or, if the appointee is not available for any investigation, a senior academic staff member nominated by the Vice-Chancellor to act for a particular meeting or meetings;

- the President of the Students' Representative Council in the University or, if not available, another member of the Students' Representative Council nominated by the President.

for academic cases:

- the Chair of the Academic Senate or, if not available, the Deputy Chair of the Academic Senate as Chairperson;

- a senior member of academic staff appointed by the Vice-Chancellor for a one-year term of office, or, if the appointee is not available for any investigation, a senior academic staff member nominated by the Vice-Chancellor to act for a particular meeting or meetings;

- the President of the Students' Representative Council in the University or, if not available, another member of the Students' Representative Council nominated by the President;

and

- where both genders are not represented on the Committee, the Vice-Chancellor shall appoint a member of the appropriate group to redress this situation.

- (26) The Committee shall conduct its proceedings in accordance with the Committee Procedures set out in the Appendix.

- (27) The Chairperson of the Investigation Committee shall have a deliberative vote but not a casting vote, except in cases where the Committee comprises an equal number of members.

- (28) If any member of the Investigation Committee is unable or unwilling to act, the Vice-Chancellor may appoint a senior officer or a member of the Senate or a student as the circumstances may require to serve on the Committee.

- (29) No person having acted on behalf of the University in any one of the matters referred to in a particular complaint shall be qualified to sit on the Investigation Committee investigating the complaint.

- (30) The Vice-Principal (Administration) or his/her nominee shall be Secretary to the Investigation Committee and shall assist the Committee in whatever way the Committee, through its Chairperson, may from time to time direct.

- (31) The Investigation Committee shall have the power to require any member of staff of the University or any student to appear before it with a view to assisting the investigation.

- (32) The Investigation Committee may, in accordance with its findings under Rule 24, recommend to the Vice-Chancellor:

- (a) that the allegations be dismissed;
- (b) that no further action be taken against the student concerned;
- (c) that the student be reprimanded by the Vice-Chancellor;

- (d) (i) that the student be fined and, in the event of multiple instances of misconduct, multiple fines may be applied; the fine for each instance shall not exceed \$250. (NB - refer to (h) below)
- (ii) in addition, where the misconduct is related to a breach of Examination Rules, that the student be awarded a Fail grade for the relevant subject(s);
- (e) that the student be suspended from the University for a limited period and in addition, where the misconduct is related to a breach of Examination Rules, the Committee may recommend that the student be awarded a Fail grade for the subject(s); or
- (f) that the student be expelled from the University and in addition, where the misconduct is related to a breach of Examination Rules, the Committee may recommend that the student be awarded a Fail grade for the subject(s); or
- (g) such other penalty as the Committee may deem appropriate in the particular instance of misconduct;
- (h) and, in cases of damage to University property or any other action incurring a cost to the University, that, in addition to any penalty recommended above, the student may be charged for the costs incurred in replacing or repairing the property or in redressing any other results of the misconduct.

In recommending a penalty under clauses (c) to (h) above, the Committee may further recommend that the imposition of the penalty be suspended under whatever conditions and for whatever period of time the Committee deems appropriate to the particular circumstance of the complaint.

Result of Investigation

- (33) On receipt of the recommendation of the Investigation Committee, the Vice-Chancellor may refer the recommendation back to the Committee for further consideration or, in accordance with the recommendations dismiss the allegations, take no further action, reprimand, fine, suspend or expel the student; in addition to fining, suspending or expelling the student, the Vice-Chancellor may (a) award a Fail grade for the relevant subject(s) where the misconduct is related to a breach of Examination Rules; and/or (b) charge the costs of replacing or repairing any damaged property.
- (34) The decision of the Vice-Chancellor, including any decision to refer the

matter back to the Investigation Committee, shall be conveyed in writing to the student by the Vice-Principal (Administration), except in the case where a student is to receive a reprimand in which case the reprimand shall be conveyed in writing by the Vice-Chancellor.

- (35) A copy of the letter forwarded to the student in accordance with Rule (34) shall be forwarded, in confidence, to the senior officer who brought the complaint and to any person to whom a copy of the reference of complaint was forwarded in accordance with Rule (19) and, in cases where University Security staff have been called, the Head of Security.

Appeal

- (36) Any student against whom action is taken pursuant to Rule (33) may appeal to Council on the grounds of lack of due process in the investigation of the complaint.
- (37) The appeal must be lodged in writing to the Vice-Principal (Administration) within 14 days, or within such further period as Council shall allow, or the notification of the Vice-Chancellor's action.
- (38) An appeal lodged by a student pursuant to Rule (36) shall be referred by the Vice-Principal (Administration) to the Committee of Appeal if the Vice-Principal (Administration) is satisfied that the appeal is based on grounds of lack of due process.
- (39) If the Vice-Principal (Administration) determines that an appeal lodged by a student is not based on the grounds of lack of due process, he/she shall notify the student accordingly in writing.
- (40) If the Vice-Principal (Administration) determines that the appellant has presented new or additional information in the appeal that was not available to the Investigation Committee, he/she shall refer the matter to the Investigation Committee for reconsideration.

Committee of Appeal

- (41) The Committee of Appeal shall investigate the appeal and shall decide whether due process in terms of the Committee Procedures set out in the Appendix has been followed by the Investigation Committee.
- (42) The Committee of Appeal shall consist of:
 - the Deputy Chancellor, as Chairperson;
 - the student member of Council or, if not available, another student appointed by Council; and
 - one other member of Council appointed by Council; and

- where both genders are not represented on the Committee, the Chancellor shall appoint a member to redress this situation.

- (43) The Chairperson of the Committee of Appeal shall have a deliberative vote but not a casting vote, except in cases where the Committee comprises an equal number of members.
- (44) No person who is a member of the Investigation Committee for a particular matter shall be a member of the Committee of Appeal for the same matter.
- (45) The Vice-Principal (Administration) or his/her nominee shall be Secretary to the Committee of Appeal and shall assist the Committee in whatever way the Committee, through its Chairperson, may from time to time direct.
- (46) If any member of the Committee of Appeal is unable or unwilling to act or if the matter of the appeal is of such urgency that the establishment of the Committee of Appeal would be unnecessarily delayed by waiting until the next scheduled meeting of Council, the Chancellor may appoint a member of Council or, in the case of the student member being unable to serve, another student to serve on the committee as the circumstances may require.

Result of Appeal

- (47) In those cases where the Committee of Appeal determines that due process was followed by the Investigation Committee, it will confirm the action taken by the Vice-Chancellor on the advice of the Investigation Committee and the Vice-Principal (Administration) shall inform the student accordingly in writing.
- (48) In those cases where the Committee of Appeal determines that there has been a lack of due process in the consideration of the case by the Investigation Committee, it will refer the matter back to the Investigation Committee with full details of the lack of due process found by the Committee and direct the Committee to reconsider the matter; the Vice-Principal (Administration) shall inform the student accordingly in writing.

Ceases to hold office

- (49) A member of the Investigation Committee or the Committee of Appeal who, during the currency of an investigation by the Committee of which he/she is a member, ceases to hold the office by virtue of which he/she is a member of that Committee shall remain a member of the Committee until its investigation has been completed.

Inability to act

- (50) If during the currency of an investigation by the Investigation Committee or the Committee of Appeal a member of the Committee

becomes unable, for a period as would unduly delay the completion of the investigation, to act through illness or any other cause, the Committee may complete its investigation in his/her absence if at least 2 members are able to act.

Serving of Notices

- (51) A document or notice required to be served on or given to a student under these Rules may be served on the student personally within the University or be sent by certified post addressed to the student's last known place or residence. If posted, service shall be deemed to have been effected on the student on the date on which it would have been delivered in the ordinary course of the post.

Effect of Penalties

- (52) A student who is expelled from the University shall not be re-enrolled except by permission of Council.
- (53) A fine imposed on a student pursuant to Rule (32) shall be paid into the general funds of the University.
- (54) A fine imposed on a student pursuant to Rule (32) shall be payable within 14 days of the date of notification of the fine, but an extension of time for payment may be granted by the Vice-Principal (Administration).
- (55) The payment of a fine shall be suspended while an appeal from the decision imposing it is pending.
- (56) If a fine imposed under Rule (32) is not paid within the time limited for its payment, the student shall be suspended and shall remain suspended so long as the fine remains unpaid.
- (57) When a fine, suspension or expulsion pursuant to Rule (32) is imposed on a student the student shall be notified in writing that he/she has a right to appeal in accordance with these Rules.
- (58) Suspension or expulsion imposed on a student pursuant to Rule (32) shall be deemed to be inoperative while an appeal from the decision imposing it is pending.

Suspension/Termination of Proceedings

- (59) The Vice-Chancellor may at any time suspend any disciplinary proceedings, including the appeal proceedings, against a student if, in the opinion of the Vice-Chancellor, the continuation of such proceedings may be in conflict with other proceedings or action being taken by the student, whether within the University or outside.
- (60) The Vice-Chancellor may terminate any disciplinary proceedings, including the appeal proceedings, if, at any stage, the student withdraws his/her enrolment with immediate effect.

General

- (61) Nothing in these Rules affects the power of any person or body in the University duly authorised to administer any University rule not inconsistent with these Rules and, in particular, nothing in these Rules affects any power of a committee or person or other authority within the University to withdraw a student from a course, or to cancel the enrolment of a student, or to refuse a person further enrolment for any course or subject, or to deal otherwise with his/her case, by reason of his/her failure to satisfy academic requirements or to pay any fee, fine, charge or other money payable to the University.
- (62) Nothing in these Rules affects the power of Council to make rules given by any provision of the By-law.
- (63) Nothing in these Rules shall be interpreted as limiting in any way any power vested in Council by the Act or any other rule of the University or as limiting the right of the University to enforce by any other means any right vested in it or to take any other action which it may be entitled or empowered to take in the circumstances.

APPENDIX

COMMITTEE PROCEDURES

A Committee shall conduct its investigation in accordance with the principles of natural justice, shall not be bound to conduct its proceedings in accordance with any rules of evidence or procedure, may disallow, inter alia, questions which it considers to be unseemly or irrelevant for the nature of its investigation, and in particular, but without prejudice to the generality of the foregoing, shall:

- (a) give the student concerned due notice of the nature of the investigation against him/her;
- (b) give the student concerned an opportunity to be heard;
- (c) give the senior officer bringing the complaint and/or any other staff member or student involved in the event(s) leading up to the complaint an opportunity to be heard and advise them of Committee procedures and time requirements.
- (d) with 7 days prior notice by the student, permit the student to be assisted or represented by such agent as he/she desires, whether a legal practitioner or otherwise;
- (e) at the discretion of the chairperson, permit any person appearing before the committee, in accordance with section (c) above, to be assisted or represented by such agent as he/she desires, whether a legal practitioner or otherwise;

- (f) warn all persons appearing before the Committee that they are expected to conduct themselves in a reasonable and responsible manner during the proceedings and that any form of behaviour which is an impediment to the proceedings shall of itself be regarded as a breach of the Rules;
- (g) where the conduct of any person interferes with any other person's right to be heard, be entitled to remove that person from the meeting and to hear their evidence separately;
- (h) permit the student to nominate witnesses to appear in support of his/her defence against the complaint;
- (i) permit any person appearing before the Committee in accordance with (c) above to nominate witnesses to appear in support of his/her evidence;
- (j) in cases where the Committee finds that the complaint is proven, give the student the opportunity to be heard on the issue of penalty and to nominate character references to appear before the Committee;
- (k) hold all its proceedings in camera and keep an adequate record of the evidence and its decision;
- (l) with the consent of the student concerned, allow any member of the University to have access to that record.

THE USE OF UNIVERSITY COMPUTING FACILITIES

The Computing facilities at Wollongong are provided for the use of Wollongong students, faculty and staff in support of the programs of the University. All students, faculty and staff are responsible for ensuring that these computing facilities are used in an effective, efficient, ethical and lawful manner. The following rules relate to their use.

1 In these rules:

- (a) "University" means the University of Wollongong;
- (b) "computer facilities" refers to:
 - (i) all networking services, computer equipment and software, owned, leased or used under licence by the University including the University's administrative computer system;
 - (ii) computer facilities maintained by other bodies but available for use through an agreement or agreements with the University; and

- (iii) all other computing facilities wherever situated where access is by means of University provided services;
- (c) "computer user" means any person using the computer facilities.
- 2 By use of any University computer facilities a computer user agrees to abide by these rules.
- 3 Each computer account is assigned to one computer user only and is to be used solely for those purposes authorised by that user's head of department/school/branch. The individual is responsible for the proper use of the computer account, including following recommended procedure for password protection. Access to information is provided on a confidential basis and that confidentiality is to be respected. Where access to facilities (including the Library catalogue and many microcomputers) is provided without a formal account and/or password then the provisions of these rules still apply.
- 4 University computing policy requires that users:
- (a) do not use any other person's computer account (even with the owner's permission);
- (b) do not disclose their own or attempt to discover any other computer user's password;
- (c) do not copy, disclose or transfer any of the computer software provided by the University without the written permission of Information Technology Services or appropriate department or branch;
- (d) do not use any University computer facilities to violate the terms of any software license agreement, or copyright provisions;
- (e) do not copy, rename, change, examine or delete files or information belonging to some other user or to the University (students and staff who use computing facilities have the right to privacy and security of their computer programs and data);
- (f) do not deliberately use computing facilities to harass others, or to interfere with their work (for example to send obscene, abusive, fraudulent, threatening or repetitive messages to a user or users, is a breach of this policy);
- (g) do not attempt to modify system facilities, illegally obtain extra resources, degrade the performance of any system, or attempt to subvert the restrictions associated with any computer system, computer account, network service or microcomputer software protection;
- (h) do not tamper with terminals, microcomputers or any other associated equipment (faults should be reported to the department or to Information Technology Services);
- (i) do not collect or discard any output without the owner's permission;
- (j) do not smoke, eat or drink around terminals, microcomputers or other computer equipment.
- 5 A computer user may not use computer facilities for or on behalf of any party for the purpose of profit-making or commercial activity, unless written permission has been obtained from the Director of Information Technology Services or a nominee.
- 6 Where the University decides to levy charges for use of particular computer facilities, each computer user agrees to pay such charges according to the schedules issued by the University. Implementation of, or changes to, these schedules will be announced at least 90 days before the beginning of the session in which they are to take effect.
- 7 Computing hardware may be connected to the University's networking facilities only after approval by the Director of Information Technology Services or a nominee.
- 8 The University reserves the right to upgrade any of its computer facilities, as required, in the manner determined by its officers. Upgrades requiring substantial changes to user procedures will be announced at least 30 days before they are to take effect.
- 9 The University reserves the right to withdraw the availability of any computer facilities without notice and without penalty under the terms of any agreement concerning use of the computer facilities.
- 10 The use of computer facilities is provided without any express or implied guarantees as to the accuracy of computational results and output. The University accepts no responsibility for any consequences arising from the inaccuracy of any information generated through use of the computer facilities.
- 11 The University shall not be responsible for the loss of any information or software stored in the computer facilities. Although standard back-up procedures will be in operation on central computer facilities, the computer user assumes full responsibility for the maintenance of duplicates of any information or software belonging to the computer user.
- 12 The University reserves the right for authorised staff members responsible for computer systems security to monitor all computer usage, to ensure conformance with these rules and to maintain a secure, efficient and effective computing environment.
- 13 Abuse of any networks or computing facilities at other sites connected to the networks will be treated as abuse of computer privileges at the University of Wollongong.

An individual's computer access privileges may be suspended immediately upon the discovery of a possible violation of these rules. Such suspected violations will be confidentially reported to the appropriate faculty, supervisors, department heads, Information Technology Services staff and Computing Policy Committee members.

The Information Technology Services staff or supervising department/school/branch head will judge an offence as either major or minor. A first minor offence will normally be dealt with by Information Technology Services administrative staff or supervising department/school/branch head, and may involve withdrawal of computer access privileges for a period up to one month. Additional offences will be regarded as major offences. Appeals relating to minor offences may be made to the ITS Directorate. Major offences will be dealt with under the University's Student or Staff Discipline Procedures.

Violations of these rules will be dealt with in the same manner as violations of other University rules and may result in disciplinary review. In such a review, the full range of disciplinary sanctions is available, including the loss of computer access privileges, charging for all use at full commercial rates, dismissal from the University, and legal action. Violation of some of the above rules may constitute a criminal offence.

The provisions of these rules will apply in all cases except where a specific contractual agreement has been entered into between the University and a user, in which case any exceptions to the rules will be explicitly noted in the contract.

UNIVERSITY POLICIES

The following University policies are contained in this section:

1. Acknowledgement Practice
2. Assignments Submitted by Facsimile
3. Health and Safety
4. Non-Discriminatory Language Practice and Presentation
5. Principles Under Which Subject Material May Be Sold to Students by Academic Units
6. Privacy
7. Students and Staff Working Alone on University Property

ACKNOWLEDGEMENT PRACTICE

PLAGIARISM

In a university, ideas are important, and it is also important to give people appropriate credit for having ideas.

There are several reasons why you should give people credit when using their ideas; three of the more important of those reasons are:

"fairness to authors and other students, the responsibility of students to do independent work, and respect for ownership rights."¹

If, in writing an essay or report, you copy a passage from a book word-for-word and don't give a reference to the book, this is:

- unfair to the author who wrote the passage in the book;
- unfair to other students who do their own work without copying;
- failure to do independent work as expected in a university; and
- breach of copyright.

Giving and gaining credit for ideas is so important that a violation of established procedures has a special name: *plagiarism*. Plagiarism means using the ideas of someone else without giving them proper credit. That someone else may be an author, critic, journalist, artist, composer, lecturer, tutor or another student. Intentional plagiarism is a serious form of cheating. Unintentional plagiarism can result if you don't understand and use the acceptable scholarly methods of acknowledgment. In either case, the University may impose penalties which can be very severe.

Over many years, procedures have been developed for acknowledging ideas in all forms of expression. In published writings, for example, authors are expected to give references to articles and books on which they have relied, and to give written thanks

to people who have helped them in preparing their work.

There are several methods for giving credit in written work and the lecturers and tutors in the academic units in which you study should inform you about methods that are acceptable to them. A good way to gain a better understanding of those methods in a particular discipline is to read articles published in academic journals of that discipline.

The following examples will help you understand some of the common methods for acknowledging your sources. If you have any questions about these methods, check with your lecturer or tutor.

Acknowledging Sources of Quotations

If you copy a paragraph or even a sentence from an article, a book, lecture notes or an essay or report of another student, it should be put in quotation marks and the article, book or other source should be listed in a footnote or in the bibliography or in the references.

Example 1: "The subjugation of thought in Australia through stringent censorship and draconian defamation laws has existed throughout the 200 years of white settlement" (Pollak, 1990, p 7).

Correct.

The bibliography should then include:

Pollak, Michael. Sense and Censorship: Commentaries on Censorship Violence in Australia (Sydney: Reed Books, 1990).

Example 1 is presented using the author-date system in which the author of the work and the date the work was published are listed in brackets.

Example 2: "The subjugation of thought in Australia through stringent censorship and draconian defamation laws has existed throughout the 200 years of white settlement."²

Correct - see the footnote.

Example 2 is presented using the footnote system in which the full reference is given as a footnote. You should be aware that, depending on the system your lecturer or tutor prefers, you may use either footnotes at the foot of the page or endnotes at the end of the text.

Example 3: The subjugation of thought in Australia through stringent censorship and draconian defamation laws has existed throughout the 200 years of white settlement.

² Pollak, Michael. Sense and Censorship: Commentaries on Censorship Violence in Australia (Sydney: Reed Books, 1990), p 7. or as reference number 2 in the List of References at the end of the essay or report.

Wrong and very bad: this is a direct quote from Pollak and therefore should be placed in quotation marks followed by a reference using the author-date system or the footnote or endnote system.

If you use a quote, the words in quotation marks must be copied exactly as they are in the original source.

Example 4: "In Australia, stringent censorship and draconian defamation laws have existed throughout the two hundred years of White settlement" (Pollak, 1990, p.7).

Wrong: the quote is inaccurate in several places.

If you change or add anything, use square brackets [] to indicate the place where the alteration is located.

If you omit something from the quote, use a line of dots to indicate the location of the omission.

Example 5: Pollak claims that censorship and defamation law have been the means for "[t]he subjugation of thought in Australia throughout the 200 years of white settlement" (Pollak, 1990, p.7).

Correct.

Acknowledging Sources of Ideas

Even if you are not using the exact words of somebody else, it is wrong to use their ideas unless you give appropriate credit. For example, if you write an essay or paper on the censorship of the press and you structure it using the same set of topics as Pollak uses in his book *Sense and Censorship*, you should say this in a sentence or note and thus give credit to Pollak.

Example 6: In this essay, the use of censorship against Dorothy Hewett, Terry Hayes, Chris Masters and Brian Toohey will be described.

Wrong: the last four chapters of Pollak's book are on these individuals, so you should give Pollak credit for having picked them out - and more credit if you used his book for your analysis.

Paraphrasing

This means taking the ideas of somebody else and expressing them with different words. Since you are using your own words, you do not need to use quotation marks. However, you must make enough changes so that what you have written is distinctly different, and you must acknowledge your source.

Example 7: Stringent defamation laws combined with tight censorship practices have meant that independent thought has been under attack since white settlement began in Australia (Pollak, 1990, p.7).

¹ Barry M Kroll, "How college freshmen view plagiarism", *Written Communication*, Vol 5, No 2, April 1988, pp 203-221 (quote from p 203).

Correct.

Example 8: In Australia, stringent censorship and draconian defamation laws have led to the subjugation of thought in Australia throughout the 200 years of White settlement (Pollak, 1990, p 7).

Wrong: *this is too close to Pollak's original wording.*

Example 9: Stringent defamation laws combined with tight censorship practices have meant that independent thought has been under attack since white settlement began in Australia.

Wrong: *there is no citation of Pollak.*

It is often better to avoid paraphrasing altogether and write things in your own words. One good way to do this is to first read the book or article and make brief notes. Then close the book or turn over the article and write what you want to say without looking at the source. In other words, don't refer to the source material while you are writing, unless you are transcribing a direct quote. Then, afterwards, put in the citations, in the appropriate form and at the appropriate places.

Common Knowledge

It is unnecessary to give a citation to something that is common knowledge. Common knowledge is what 'everyone knows' about a particular subject, or which can be found in many sources such as newspapers, magazines, popular journals and radio and television reports.

Example 10: Defamation laws are quite severe in Australia.

Correct: *this is common knowledge. No citation is needed.*

How to Avoid Plagiarism

Unwitting plagiarism is often the result of poor study methods. The habit of copying verbatim (word-for-word) from a source as you read is dangerous. It is easy to forget that the notes you make are verbatim and to later write them into an essay or report. The only material you should write verbatim are those absolutely delightful, pithy, witty or incisive phrases which you need to make a special point in your essay or report.

The distinction between what needs to be acknowledged and what is common knowledge is not always clear. As you gain experience in expressing yourself, you will learn to discriminate and you will learn the acceptable practices for acknowledgment in the disciplines in which you study. But while you are learning, always play safe and acknowledge, acknowledge, acknowledge.

ASSIGNMENTS SUBMITTED BY FACSIMILE

Assignments for undergraduate subjects will not be accepted or marked if submitted by facsimile, except in specific cases when approval has been granted by the relevant academic staff member, and under conditions laid down by the Head of the relevant academic unit. Such conditions might include the charging of a fee on a cost-recovery basis.

HEALTH AND SAFETY POLICY

The policy of the University of Wollongong is to provide a safe working environment for its staff, students and visitors. As a consequence of this, the University encourages all members of the University complex to regard accident prevention and safe working as a collective and individual responsibility.

In order to implement this policy, the University supports the activities of the Occupational Health and Safety Committee in monitoring the safety environment and safety awareness and training at all levels of activity.

The University regards seriously its corporate responsibility under the various Occupational Health and Safety Statutes and will ensure that all members of the University staff understand clearly their individual responsibilities outlined in such legislation. In this regard, Heads of Departments and other Academic and Administrative Units are responsible for day to day safety within their areas of responsibility. The Safety Officer is available to advise on specific matters or assist in implementing safety programs.

The University insists that all staff and students work within the various legal requirements with regard to safe working and the current, and future, safety rules devised to protect them in specific situations.

Personal habits and conduct on campus should be such that they do not cause accidents nor create hazards which may endanger members of the University or other persons.

NON-DISCRIMINATORY LANGUAGE PRACTICE AND PRESENTATION

POLICY STATEMENT

As part of its Equal Opportunity/Affirmative Action initiatives, the University of Wollongong endorses a policy of non-discriminatory language practice and presentation in all academic and administrative activities of the University.

Accordingly, the University will -

- promote the use of non-discriminatory language and presentation in all University of Wollongong documents and publications
- promote the use of non-discriminatory teaching practice in classrooms
- develop guidelines and regulations for students' use of non-discriminatory language in their written work and oral presentations
- establish a procedure for settling complaints and grievances about discriminatory language, presentation, and teaching practices
- inform all staff of their responsibilities under the policy, and of the existence of a complaints procedure; and distribute suitable educational material to assist staff in compliance.

APPLICATION

This policy has been developed to assist University staff in avoiding uses of language which may appear to exclude some groups of people or which may gratuitously give offence. It is directed toward the elimination of stereotyping, perpetuation of false assumptions and discrimination in University processes.

This policy applies -

- to all presentation and practice by staff in teaching and administrative activities
- in face-to-face dealings amongst staff and between staff and students
- to students' written work and oral presentations.

RESPONSIBILITY

The Heads of Departments will be responsible for implementation and monitoring of the policy and for responding to complaints.

COMPLAINTS PROCEDURE

Students or staff with complaints or concerns should approach the Head of their Department or Unit, or if preferred, one of the following -

- the Equal Opportunity Co-ordinator
- the Dean of Students
- Counselling Services.

GUIDELINES FOR REFERRING TO MINORITY GROUPS

Aborigines and Torres Strait Islanders

An Aborigine is a person of Aboriginal descent who identifies as an Aborigine and is accepted as such by the community in which he or she lives.

The words 'aborigine' or 'aboriginal' refer to the people living in a country at its earliest period. In order to refer specifically to the indigenous inhabitants of Australia, the words should always be treated as proper nouns or adjectives, and begin with a capital letter.

Aboriginal is the adjective pertaining to *Aborigine* and should not be used as a noun. (Please note that this equity statement overrules the advice of many style manuals on this topic.)

Note that the term 'Aborigine' is a general one referring to the Australian Aboriginal race as a whole. When practicable, it is preferable to be more specific. *Koori* is the name by which Aborigines living in Southern NSW, Victoria, and Tasmania refer to themselves. *Murri* people come from the northern part of NSW and most of Queensland, while *Goori* people live on the NSW central coast. Aboriginal people from these groups make up most of the Wollongong Aboriginal population, although there is a growing contingent of Aborigines from other parts of Australia as well as Torres Strait Islanders. Torres Strait Islanders have in the past been considered Aborigines, but this is no longer the case. They are a distinctly different people and wish to be recognised as such.

Dreamtime, Myths and Legends

Aboriginal religious creation stories are often referred to as myths or legends. The words dream, myth and legend all carry connotations of invalidity. Aboriginal religious beliefs and stories are just as valid as those of any other spiritual or religious group, and so more careful and appropriate terminology is required.

Tribe

The word 'tribe' has negative connotations for many Kooris. More suitable terms are *clan* or *family groups*.

Note: Care should be taken with terms like 'traditional' and 'primitive' to describe present day Koori culture and society. *Traditional* implies a static quality which may not be reflected in reality in Koori society, and *primitive* is a value-laden and imprecise term.

People with Disabilities

Many people with disabilities understandably resent the impersonal terms used to describe them because these ignore their individuality and imply that a disability necessarily means general incapacity to perform many tasks and activities. We are all differently abled. It is important that we avoid stereotyping and depersonalisation by not emphasising the disability, but rather focusing on the individual.

The term 'people with disabilities' is therefore preferred to *the disabled*, *the handicapped*, or *disabled people*, because it is recognised that a disability is only one characteristic of an individual and does not indicate a general lack of ability or capacity.

Similarly, in relation to specific disabilities, it is preferable to use terms such as 'people with epilepsy', 'people who are deaf or hearing impaired', 'people who are blind or vision impaired', rather than collective nouns such as *epileptics* or *the blind*.

Confusion in the use of the term 'disability' and related terms can be clarified by referred to the following World Health Organisation definitions:

Impairment is any loss or abnormality of

structure or function whether psychological, physiological or anatomical.

Disability is any loss or reduction of functional ability and activity that is consequent upon impairment.

Disadvantage is the obstacle resulting from an impairment or a disability. *Disadvantage* represents the social and environmental consequences to the individual stemming from the presence of impairment and disability.

These definitions can be more clearly illustrated by example: spinal cord damage of a person with paraplegia is an impairment; its effect on the person's ability to walk is a disability; if the person's access to tertiary education studies is affected by difficulties in access to buildings, to transport, or by discriminatory attitudes, then they suffer a disadvantage.

Whether a disability entails a disadvantage depends on an individual's social and physical environment, as well as the nature and extent of the disability.

The term 'impairment' includes those which are not visible. Conditions such as anaemia, epilepsy, heart disease and chronic pain are often described as "hidden disabilities". Some people may have an impairment which is perceived by others as resulting in some degree of disadvantage, even if there is no functional disability. For example, physical deformities may constitute a disadvantage only because of social attitudes.

Ethnic Minority Groups

There is much controversy regarding the most appropriate terminology to use. The following definitions may assist the word selection for a particular context:

1. *Ethnic Group* can be described in an objective sense as people who share a particular national origin, religion, language, or culture. Linking such objective factors with a subjective identification is probably more useful so that ethnicity involves a 'sense of peoplehood'.

The term 'ethnic group' can be misleading, because everyone belongs to an ethnic group, not just those who are of non-Anglo-Celtic origins.

Ethnic is the adjective pertaining to 'ethnicity' and should not be used as a noun.

2. *Immigrant* means a person who takes up residence in a country other than his/her birthplace.

The term 'migrant' actually refers to a person who moves from one place to another. This term is often used to mean 'immigrant' in the sense defined above. However, *immigrant* is the preferred and more accurate term where it is permanent settlement to which we are referring. *Migrant* is sometimes inappropriately used to refer to people of non-English speaking background generally, whether or not they were born overseas or in Australia.

3 People of Non-English Speaking Background

This term refers to people:

- who have migrated to Australia and whose first language is one other than English;
- born in Australia but one or both parents' first language was not English.

People of non-English speaking background (NESB) is the term most commonly used within an equal opportunity background. Another acceptable term is *People with a Language Background other than English (LBOTE)*.

4. *Ethnicity* is another ideological and controversial concept denoting 'a sense of peoplehood', a feeling of belonging and sharing in a common culture, way of life, nationality or religion. *Ethnicity* is maintained through a process of self-ascription and ascription by others.
5. *Multiculturalism* is a term commonly used to convey either of two meanings. One is a factual description of the Australian population, which comprises a wide range of people of different ethnic and cultural backgrounds.

The other meaning describes a social ideal. It refers to policies, institutional arrangements and community attitudes that appreciate the diversity of Australian society and how this diversity can enrich Australian life. It recognises that to achieve a just, equitable and harmonious society, there must be no economic or social disadvantages arising from ethnic, racial or cultural background, and that the right to maintain distinctive cultural identities should exist unimpaired by any form of discrimination.

Much language use in Australia tends to either stereotype ethnic and cultural minorities or make them invisible. For instance, our society now consists of many people holding religious beliefs other than Christian, or non at all, and it is inappropriate to request a person's 'Christian name' when we are seeking given name identification. Asking for someone's *first name* is also inappropriate for the naming practices of many Asian people. It is preferable to request *surname* or *family name* rather than *last name*, and *given name* rather than *first name*.

Guidelines for Gender Inclusive Language

What is it?

Gender inclusive language is often referred to as non-sexist language. It is language that treats women and men equally. It does not exclude one gender nor demean their status. It does not stereotype, nor suggest false generics, nor make irrelevant gender references.

False Generics

The term ‘man’ can be ambiguous because of its traditional dual meaning. One meaning refers to an adult male and the other to the human species. Research indicates that people tend to visualise males when they are asked to describe or define words such as *foreman* or *chairman*. In this way, language reinforces inequality, misrepresenting and excluding women. It is therefore no longer appropriate to use *man* as a generic term as it is confusing and discriminatory.

Usually it is not difficult to substitute appropriate expressions. It is nonetheless important to select a relevant and accurate alternative.

Avoid	Possible Alternative
ancient man	ancient people or civilisation
chairman	chairperson, chair, moderator, convenor
foreman	supervisor
man in the street	ordinary or average citizen
mankind	humanity, humankind
man-made	handcrafted, synthetic, handmade, artificial
manned	staffed
manpower	labour, staffing, workforce
newsmen	reporters, journalists, media
sportsmanship	sense of fair play

Unaffected Words

Some similar looking words are not compounds incorporating the gender-specific word ‘man’ and these do not have to be considered. Examples of these are:

manage	} derived from <i>manus</i> (Latin for hand)
manipulate	
manual	
manufacturer	} derived from <i>humanus</i> (Latin for human)
manuscript	
human	

Generalisations and Cliches

Historically, women’s contributions have often been overlooked through use of words or phrases which neglect the reality that women’s experiences are usually different from those of men. Cliches tend often to have the same effect and should be rewarded.

Avoid	Possible Alternative
brother hood of man	human family, global community
forefathers	ancestors, forebears
founding fathers	founders, pioneer
man-sized job	demanding task, big job

The Personal Pronoun

Inaccuracies arise when *he* is used generically to substitute for a neutral third person singular pronoun. Current research indicates that *he* is rarely interpreted as including *she*, particularly by children, who take the word quite literally. There are a

number of alternatives available:

- Recast subjects into the plural form
eg. *when a student appeals, he must...*
Alternative
When students appeal, they must...
- Recast the sentence, using ‘one’ or ‘you’
eg. *You should fill in the application in your own handwriting.*
Alternative
One should use one’s own handwriting when completing the application.

- Eliminate problems by deleting the pronoun
eg. *Each student must pay his fees by...*
Alternative
Each student must pay fees by...

- Use ‘his or her’, ‘he/she’ instead of the masculine pronoun
eg. *Everyone must exercise his right...*
Alternative
Everyone must exercise his or her right...

SEX ROLE STEREOTYPING AND STATUS ISSUES

Stereotyping

Sex role stereotyping occurs when people assume that engineers, farmers, accountants, plumbers or mechanics are always men. It can also occur in portrayals which assume that women are always wives and mothers, men breadwinners or that all childcare workers and nurses are female, while firefighters and police officers are male. It is important to avoid expressions that are implicitly sexist.

Avoid	Possible Alternative
New academics require removal costs for their wives and children.	New academics require removal costs for their families.
All Administrative and their wives are invited.	All Administrative staff and their partners are invited.
We are looking for a supervisor who is his own man.	We are looking for a supervisor with a sense of independence and integrity.

Demeaning and Patronising Expressions

Many women object to the insensitive use of the terms ‘lady’ and ‘girl’. *Girl* should only be used for young women of primary and secondary school age. A female shop assistant should not be called a *salesgirl*, just as a male would not be called a *salesboy*. Using the term ‘girl’ tends to denote inferior status, as in *calendar girl* or *girl Friday*. More neutral terms for these examples would be *model* and *office assistant*.

Condescension or patronisation is frequently implied with the term ‘lady’. Women often find words such as *tea lady* or *cleaning lady* objectionable. The terms ‘attendant’ or ‘cleaner’ are far more

appropriate in today’s society. *Lady* should only be used when *gentleman* would be appropriate for a male in the same situation.

Status

Equivalent terms should be used when dealing with men and women. *Husband and wife* are equivalent terms; *man and wife* are not. It is also not appropriate to address a man by his surname, while calling a woman by her given name or her title.

Appendix 1

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PRINCIPLES UNDER WHICH SUBJECT MATERIAL MAY BE SOLD TO STUDENTS BY ACADEMIC UNITS

The following guidelines apply under which subject material may be sold to students by academic units:

- that any material (e.g. supplementary lecture notes, laboratory manuals and the like) that it is necessary for a student to have in order to complete the requirements for the subject is provided to the student free of charge;
- that where material is made available for sale to students, a number of copies of the material are placed in the library for those students who are unable/unwilling to purchase the material;
- that the amount charged for any material sold to students only covers the actual production costs (printing, collating, binding) to the unit.

PRIVACY POLICY

1. INTRODUCTION

1.1 State Legislation

The NSW Data Protection Act is expected to be passed by the NSW Parliament in 1995. This legislation will make the privacy principles laid down in the Commonwealth Privacy Act 1988 binding on institutions. Breaches of the principles may lead to legal action against the University and against individual members of the University staff.

The University of Wollongong has developed a Privacy Policy which applies to all "personal information" held by the University including computerised data.

All members of staff must comply with the Policy.

1.2 First Principles

The University subscribes to the eleven data protection principles identified in the Commonwealth Privacy Act 1988, adopted by the NSW Privacy Committee, and included, in modified form, in the impending NSW Data Protection legislation.

The procedural guidelines in this Policy are based on, and require members of the University to comply with, the eleven Privacy Principles listed in Appendix A.

2. DEFINITIONS

2.1 A University Document

For the purposes of the Freedom of Information Act and this policy, a document is the University's property if it is a document:

- to which the University has an immediate right of access;
- that is in the possession, or under the control of, a person in that person's capacity as an officer of the University; or
- that has been created by an officer of the University in the normal course of that person's duties as an officer of the university.

2.2 Personal Information

This policy adopts the definition of "Personal information" in the *Privacy Act* 1988, which is:

information or an opinion (including information or an opinion forming part of a database), whether true or not, and whether recorded in a material form or not, about a natural person whose identity is apparent, or can reasonably be ascertained, from the information or opinion. (Page 8)

In this policy "personal information" includes any information which includes or might reveal the:

Address;
 Marital status;
 Criminal history;
 Medical details;
 Trade union membership;
 Racial or ethnic origin;
 Political beliefs;
 Health;
 Sexual life;
 or any similar information

of, or relating to, any person.

2.3 Responsible Officer of the University

In this policy "responsible officer of the University" means:

the Vice-Chancellor;
 the Deputy Vice-Chancellor;
 a Pro Vice-Chancellor;
 the Vice-Principal (Administration), or
 the Privacy Officer appointed according to paragraph 3;
 the Head of an Academic Unit;
 the Head of an Administrative Unit.

3. ACCESS TO PERSONAL INFORMATION

3.1 Rights of Enquirers

The common categories of enquirers who might seek access to personal information but who have no automatic right to that information, unless exempt under law or through the written permission of the subject, include:

Police officers;
 Lawyers;
 Prospective employers;
 Other universities;

Family members;
 Banks, credit agencies;
 Direct marketing industry.

3.2 External Requests for Personal Information

3.2.1 Personal information will not be released to a third party unless the subject is informed of the reason for its collection and provides full written approval other than in special circumstances that prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person.

3.2.2 Subjects must be clearly informed about the reasons personal information is being sought. If the individual is not fully informed or is coerced or pressured, his/her consent becomes invalid.

3.2.3 Any individual is entitled, under the Freedom of Information Act, to access to his/her own personal records, unless prohibited under any provision of any law in NSW.

3.2.4 Individuals are entitled to revoke their consent for the release of personal information.

3.3 University staff requests for personal information

No staff member shall have access to information about any individual, without that individual's consent, unless a responsible officer of the University (see under Section 2) is satisfied that:

3.3.1 the person seeking access to the information is a member of the staff of the University, acting in the course of his or her ordinary duties; and

3.3.2 access to the information is necessary for that staff member to carry out his or her ordinary duties; and

3.3.3 the information is relevant to the purpose for which it is sought, up to date, and is not likely to affect the person about whom it is sought adversely; and

3.3.4 the information will only be disclosed to other members of the University staff.

3.4 Computerised Data Systems

No computerised data about any individual should be accessed for other than institutional purposes (see under 3.3 above) without the full, written authority of that individual. Any information sought must be directly related to the function or activity of the collector who shall complete an application form for this purpose (see Appendix B). Access of personal student or staff records without a specific, job-related purpose constitutes a breach of Privacy Policy.

4 RELEASE PROCEDURES

4.1 Personal Information Consent Form

- 4.1.1 In response to requests for personal information from people who have no right, by function or by law, to such information, University officers should forward the University of Wollongong Personal Information Consent Form (Appendix C) to the subject concerned.
- 4.1.2 The subject must be clearly informed about who is seeking the information and the purpose for which it is being requested.
- 4.1.3 When the Consent Form is completed, signed and in the possession of the officer it was requested from, the information may be released. A copy of the signed form shall be filed within the section/department and the original form forwarded to the Privacy Officer (see section 5 below)

4.2 Subpoenas/Court Orders

The University is legally obliged to respond to any request for information in the form of a subpoena or court order. In all such cases the subject of the subpoena or court order should be advised of the release of the personal information to the courts. All officers must adhere to the following procedures for the release of such information:

- 1. The unopened subpoena is served to the University Privacy Officer.
- 2. The Privacy Officer forwards the cheque from the requesting body to the cashier for registration.
- 3. The Privacy Officer requests the relevant department/unit to photocopy the subpoenaed documents and forward them to him/her.
- 4. The Privacy Officer despatches the copied documents to the court with an accompanying letter responding to the subpoena.
- 5. The Privacy Officer will write to the subject advising that a subpoena has been served and records released. (See Appendix D)

5. THE UNIVERSITY PRIVACY OFFICER

5.1 Responsibilities

The University shall appoint a Privacy Officer who shall ensure:

- (a) that the procedures detailed in this policy are properly followed in accordance with the principles enunciated by the Privacy Commission.
- (b) that information and advice on privacy matters is readily available to all members of staff; and
- (c) that a register of requests for

information, including subpoenas, be maintained.

The Privacy Officer shall be responsible to the Deputy Vice-Chancellor.

5.2 Complaints

- 5.2.1 When the Privacy Officer receives a complaint from the Privacy Commissioner alleging a breach of the privacy of an individual, s/he shall inform the Head of the Section in which the alleged breach occurred of only those details of the complaint necessary to prevent further breaches occurring.
- 5.2.2 If the NSW Privacy Commissioner determines that the University has breached any of the eleven Privacy Principles, it is the responsibility of the Privacy Officer:

- (a) to take all such steps as are reasonably within his or her power to ensure that the terms of the determination are brought to the notice of all members and employees of the University whose duties are such that they may engage in conduct of the kind to which the determination relates; and
- (b) to advise the Deputy Vice-Chancellor if any member or employee of the University repeats or continues conduct deemed to have breached the privacy of an individual. The Deputy Vice-Chancellor shall then take whatever steps he considers necessary to enforce the Privacy Policy in such a case.

6. STAFF RESPONSIBILITIES

6.1 Conditions of Service

The Conditions of Service for all members of staff shall include a clause requiring compliance with the principles and procedures of the University's Privacy Policy.

6.2 Heads of Units

It is the responsibility of Heads of Units to take steps to ensure that all staff are aware of the Privacy Policy principles and procedures.

APPENDIX A

PRIVACY ACT 1988

INFORMATION PRIVACY PRINCIPLES

Principle 1 Manner and purpose of collection of personal information

- 1. Personal information shall not be collected by a collector for inclusion in a record or in a generally available publication unless:
 - (a) the information is collected for a purpose that is a lawful purpose directly related to a function or activity of the collector; and

- (b) the collection of the information is necessary for or directly related to that purpose.

- 2. Personal information shall not be collected by a collector by unlawful or unfair means.

Principle 2 Solicitation of personal information from individual concerned

Where:

- (a) a collector collects personal information for inclusion in a record or in a generally available publication; and
- (b) the information is solicited by the collector from the individual concerned;

the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, before the information is collected or, if that is not practicable, as soon as practicable after the information is collected, the individual concerned is generally aware of:

- (c) the purpose for which the information is being collected;
- (d) if the collection of the information is authorised or required by or under law - the fact that the collection of the information is so authorised or required; and
- (e) any person to whom, or any body or agency to which, it is the collector's usual practice to disclose personal information of the kind so collected, and (if known by the collector) any person to whom, or any body or agency to which, it is the usual practice of that first-mentioned person, body or agency to pass on that information.

Principle 3 Solicitation of personal information generally

Where:

- (a) a collector collects personal information for inclusion in a record or in a generally available publication; and
- (b) the information is solicited by the collector;
the collector shall take such steps (if any) as are, in the circumstances, reasonable to ensure that, having regard to the purpose for which the information is collected:
- (c) the information collected is relevant to that purpose and is up to date and complete; and
- (d) the collection of the information does not intrude to an unreasonable extent upon the personal affairs of the individual concerned.

Principle 4 Storage and security of personal information

A record-keeper who has possession or control of a record that contains personal information shall ensure:

- (a) that the record is protected, by such security safeguards as it is reasonable in the circumstances to take, against loss, against unauthorised access, use, modification or disclosure, and against other misuses; and
- (b) that if it is necessary for the record to be given to a person in connection with the provision of a service to the record-keeper, everything reasonably within the power of the record-keeper is done to prevent unauthorised use or disclosure of information contained in the record.

Principle 5 Information relating to records kept by a record-keeper

1. A record-keeper who has possession or control of records that contain personal information shall, subject to clause 2 of this Principle, take such steps as are, in the circumstances, reasonable to enable any person to ascertain:
 - (a) whether the record-keeper has possession or control of any records that contain personal information; and
 - (b) if the record-keeper has possession or control of a record that contains such information:
 - (i) the nature of that information
 - (ii) the main purposes for which that information is used; and
 - (iii) the steps that the person should take if the person wishes to obtain access to the record.
2. A record-keeper is not required under clause 1 of this Principle to give a person information if the record-keeper is required or authorised to refuse to give that information to the person under the applicable provisions of any law of the Commonwealth that provides for access by persons to documents.
3. A record-keeper shall maintain a record setting out:
 - (a) the nature of the records of personal information kept by or on behalf of the record-keeper;
 - (b) the purpose for which each type of record is kept;
 - (c) the classes of individuals about whom records are kept;
 - (d) the period for which each type of record is kept;
 - (e) the persons who are entitled to have access to personal information contained in the records and the conditions under which they are entitled to have that access; and
 - (f) the steps that should be taken by persons wishing to obtain access to that information.
4. A record-keeper shall:

- (a) make the record maintained under clause 3 of this Principle available for inspection by members of the public; and
- (b) give the Commissioner, in the month of June in each year, a copy of the record so maintained.

Principle 6 Access to records containing personal information

Where a record-keeper has possession or control of a record that contains personal information, the individual concerned shall be entitled to have access to that record, except to the extent that the record-keeper is required or authorised to refuse to provide the individual with access to that record under the applicable provisions of any law of the Commonwealth that provides for access by persons to documents.

Principle 7 Alteration of records containing personal information

1. A record-keeper who has possession or control of a record that contains personal information shall take such steps (if any), by way of making appropriate corrections, deletions and additions as are, in the circumstances, reasonable to ensure that the record:
 - (a) is accurate; and
 - (b) is, having regard to the purpose for which the information was collected or is to be used and to any purpose that is directly related to that purpose, relevant, up to date, complete and not misleading.
2. The obligation imposed on a record-keeper by clause 1 is subject to any applicable limitation in a law of the Commonwealth that provides a right to require the correction or amendment of documents.
3. Where:
 - (a) the record-keeper of a record containing personal information is not willing to amend that record, by making correction, deletion or addition, in accordance with a request by the individual concerned; and
 - (b) no decision or recommendation to the effect that the record should be amended wholly or partly in accordance with that request has been made under the applicable provisions of a law of the Commonwealth;

the record-keeper shall, if so requested by the individual concerned, take such steps (if any) as are reasonable in the circumstances to attach to the record any statement provided by that individual of the correction, deletion or addition sought.

Principle 8 Record-keeper to check accuracy of personal information before use

A record-keeper who has possession or control of a record that contains personal information shall not use that information

without taking such steps (if any) as are, in the circumstances, reasonable to ensure that, having regard to the purpose for which the information is proposed to be used, the information is accurate, up to date and complete.

Principle 9 Personal information to be used only for relevant purposes

A record-keeper who has possession or control of a record that contains personal information shall not use the information except for a purpose to which the information is relevant.

Principle 10 Limits on use of personal information

1. A record-keeper who has possession or control of a record that contains personal information that was obtained for a particular purpose shall not use the information for any other purpose unless:
 - (a) the individual concerned has consented to use of the information for that other purpose;
 - (b) the record-keeper believes on reasonable grounds that use of the information for that other purpose is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person;
 - (c) use of the information for that other purpose is required of authorised by or under law;
 - (d) use of the information for that other purpose is reasonable necessary for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue; or
 - (e) the purpose for which the information is used is directly related to the purpose for which the information was obtained.
2. Where personal information is used for enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue, the record-keeper shall include in the record containing that information a note of that use.

Principle 11 Limits on disclosure of personal information

1. A record-keeper who has possession or control of a record that contains personal information shall not disclose the information to a person, body or agency (other than the individual concerned) unless:
 - (a) the individual concerned is reasonably likely to have been aware, or made aware under Principle 2, that information of that kind is usually passed to that person, body or agency;
 - (b) the individual concerned has consented to the disclosure;

- (c) the record-keeper believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or of another person.
 - (d) the disclosure is required or authorised by or under law; or
 - (e) the disclosure is reasonably necessary for the enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the protection of the public revenue.
- 2 Where personal information is disclosed for the purposes of enforcement of the criminal law or of a law imposing a pecuniary penalty, or for the purpose of the protection of the public revenue, the record-keeper shall include in the record containing that information a note of the disclosure.
 - 3 A person, body or agency to whom personal information is disclosed under clause 1 of this Principle shall not use or disclose the information for a purpose other than the purpose for which the information was given to the person, body or agency.

Application of Information Privacy Principles

- 1 Information Privacy Principles 1, 2, 3, 10 and 11 apply only in relation to information collected after the commencement of this Act (1988).
- 2 Information Privacy Principles 4 to 9, inclusive, apply in relation to information contained in a record in the possession or under the control of an agency, whether the information was collected before, or is collected after, the commencement of this Act.

substances are handled or housed, or where there is a risk to injury from the work being carried out;

- (b) areas where power or hand-held tools that could cause injury are used; and
- (c) areas where moving machinery is used.

Where it is necessary, however, for staff and students to work alone in such areas, Departments and Units should ensure that staff and students are fully qualified and trained in the use of chemical substances and equipment, and put appropriate mechanisms into place to ensure that staff and students comply with this requirement. In this respect, advice and assistance is available from the University's Occupational Health and Safety Co-ordinator.

2. EMERGENCY ACCESS

Where staff or students work alone, a means of communication to gain assistance in an emergency must be available. Additionally, arrangements should be made for other staff or students to check regularly on the welfare of persons working alone.

STUDENTS AND STAFF WORKING ALONE ON UNIVERSITY PROPERTY

1. POLICY REGARDING STUDENTS AND STAFF WORKING ALONE ON UNIVERSITY PROPERTY

Departments and Units should establish rules that ensure the safety of staff and students who work on University property outside the normal working hours or alone.

These rules should be designed for the specific needs of a Department or Unit, but need to take into account those environments which have a particularly high potential to be hazardous. Such areas include laboratories and areas where power or hand-held tools, or moving machinery are used.

- 1.1 Staff and students generally should not work alone in:

- (a) laboratories where chemical

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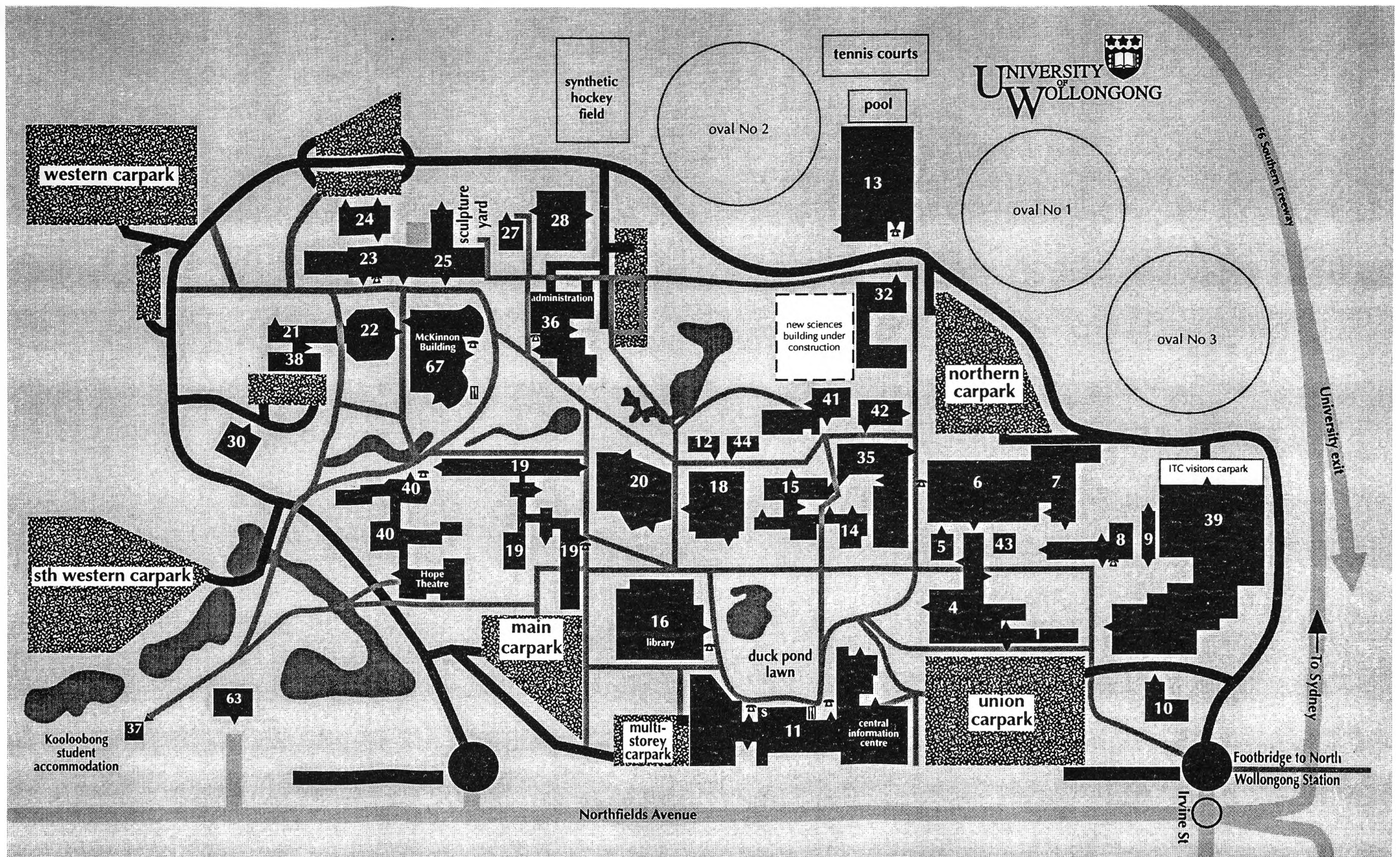
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Key

-  building entrances
-  University ring road
-  major pathways
-  parking areas
-  ponds
-  telephone

Key to Buildings

- | | | | | | |
|----------------------------|--|--|-------------------------------------|--------------------------------|----------------------|
| 1 materials engineering | 9 biomedical science | 18 chemistry/physics | 27 movement laboratory | 36 administration | 43 computer lab |
| 4 engineering | 10 kids uni (childcare centre) | 19 arts & health sciences | 28 gymnasium | 37 Kooloobong | 44 computer lab |
| 5 eastern classrooms | 11 union building | 20 communications centre | 29 centre for research policy | 38 health sciences | 63 University lodge |
| 6 engineering laboratories | 12 computer science | 21 education laboratories | 30 Aboriginal education centre | 39 Illawarra Technology Centre | 60 creative writing |
| 7 thermodynamics | 13 recreation & sports association | 22 journalism, education resource centre | 31 gardener's centre | 40 commerce, Hope Theatre | 67 McKinnon Building |
| 8 mechanical engineering | 14 central lecture theatre | 23 education | 32 printery, central store | 41 science | |
| | 15 Austin Keane, Informatics, geology, ITS | 25 creative arts & Long gallery | 35 informatics, biological sciences | 42 biological sciences | |
| | 16 library | | | | |



Front cover: Chairs by Fourth Year Bachelor of Education (Primary) Students, 1995.